

**Aim for  
Excellence**



**Anson  
Community  
College**

**1991-1993 Catalog**



## ANSON COMMUNITY COLLEGE

### THE MEMBERSHIP AND APPROVALS:

*Anson Community College is a member  
of*

American Association of Community and Junior Colleges  
American Technical Education Association  
North Carolina Department of Community Colleges  
Student Services Personnel Association  
The Association of Occupational Curriculum  
Directors and Supervisors  
National Association of College and University Business Officers  
Association of Community College Business Officials

*Anson Community College is recognized and approved*

*by*

North Carolina State Board of Community Colleges  
North Carolina Department of Community Colleges  
North Carolina Department of Public Instruction  
Division of Vocational Rehabilitation  
North Carolina State Board of Nursing

*Anson Community College is accredited*

*by*

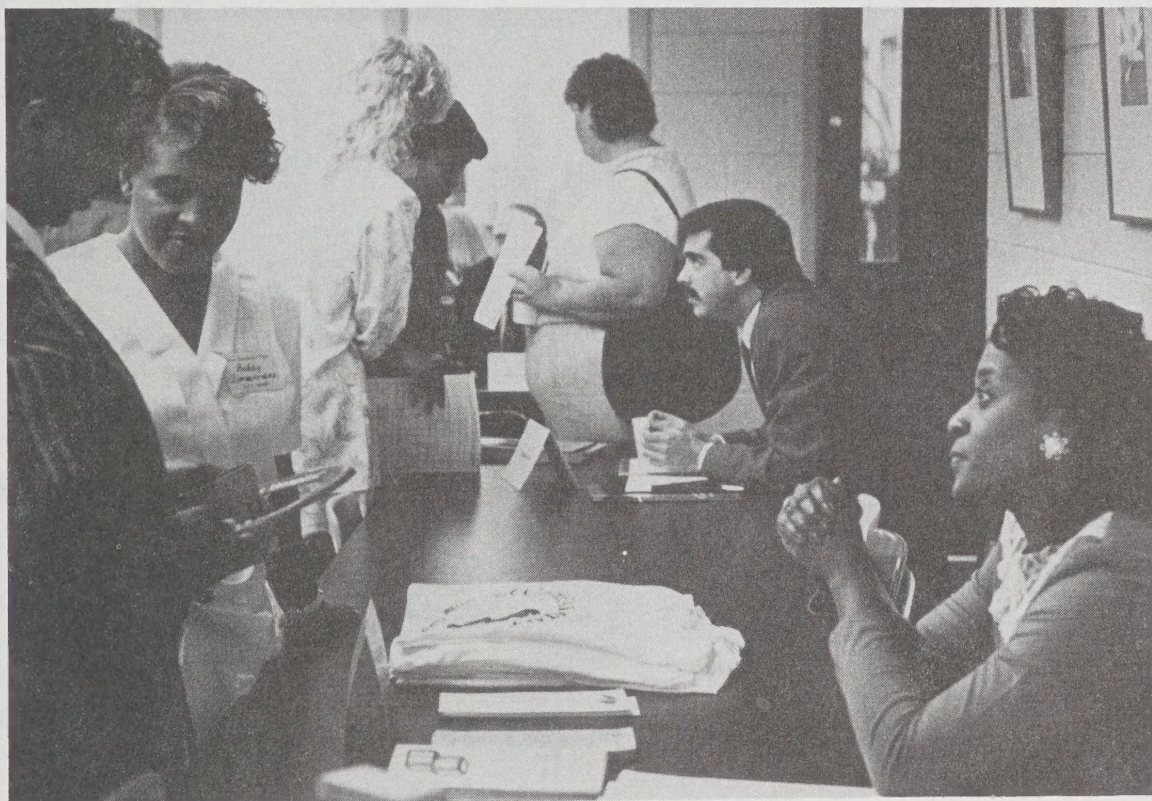
The Southern Association of Colleges and Schools

# *Anson Community College*

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LEONIDAS L. POLK CAMPUS  
P.O. Box 126  
Polkton, North Carolina 28135  
704/272-7635

WILLIAM A. SMITH CAMPUS  
Ansonville, North Carolina 28007  
704/826-8333



## GENERAL CATALOG — STUDENT HANDBOOK 1991 - 1993

*Anson Community College is fully accredited by the Commission on Colleges of the Southern Association of Colleges and Schools.*

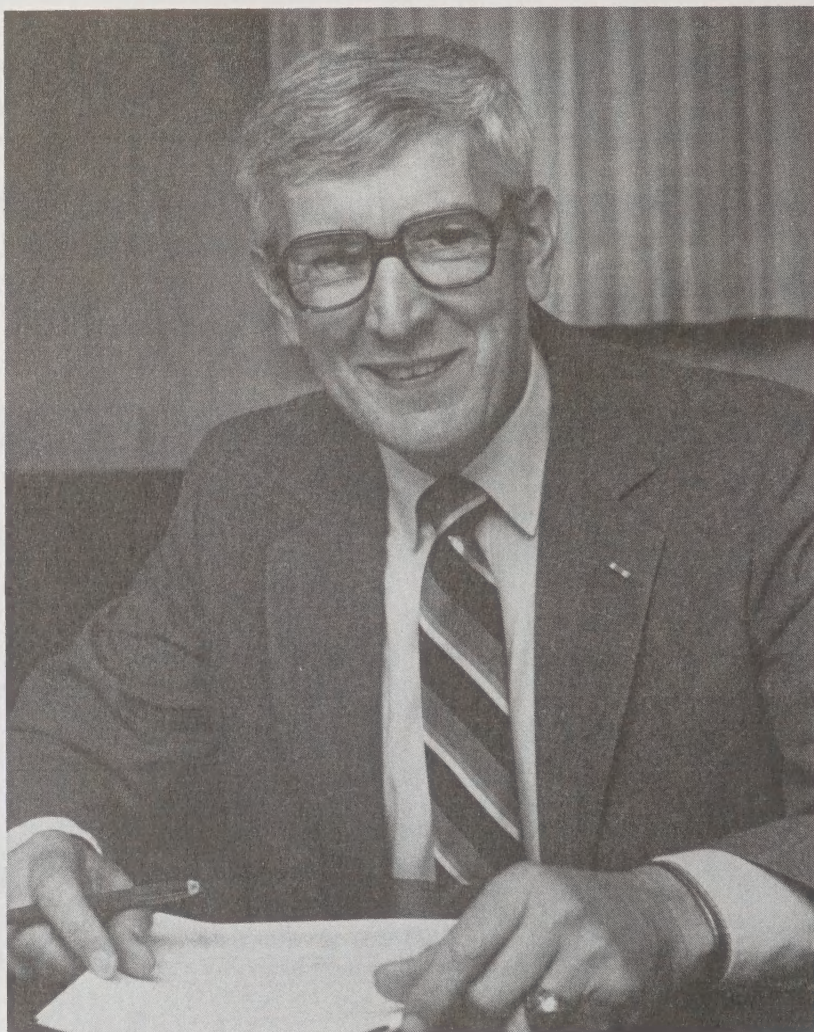
Volume 13

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1991

An Equal Opportunity College





### **MESSAGE FROM THE PRESIDENT**

Welcome to Anson Community College. We are pleased to greet each student, each friend, each citizen, and each supporter of the College. Join us in service to this region of North Carolina. Great things are happening! Come and be a part of adventures in learning, adventures in living as enhanced by our programs and services.

The challenges of the future await us. Each challenge is just an opportunity to add layer upon layer of rewarding experiences. Let this College be your beacon to the future. We have the programs, we have the dedicated people, we have ever expanding facilities to serve you. Come and join us!

Be a part of our activities. Share in the educational opportunities. Share in the social and cultural activities that are important parts of the College. Let us all strive for development of this region and of the most valuable resource of all, the people.

Edwin R. Chapman, President



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# Table of Contents

## Academic Calendar

Registration dates; class beginning/ending dates; holidays .....4

## The College

Mission; history; visitors .....7

## Admissions

Admission information; nursing admissions policy .....13

## Tuition/Fees/Financial Aid

Tuition; fees; insurance; student resident status; refunds; financial aid .....17

## Academic Policies

Attendance; grading system; graduation requirements; student records .....25

## Student Services/Life

Orientation; counseling; ACC Career Center; associations; activities; student due process.....35

## Learning Resources Center

Library; Learning Lab; G.E.D. testing.....49

## Cooperative Education

On-the-job training .....53

## Career Programs

Associate in Applied Science degrees; diplomas; certificates .....55

Course Descriptions.....117

## Community Services

Continuing education; literacy education; HRD; Small Business Center; Custom Course Center; visiting artist .....181

Faculty/Administration/Staff.....189

Index .....197



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## ACADEMIC CALENDAR

### FALL, 1991

September 9	Monday	Registration/Faculty Workday
September 10	Tuesday	First day of classes
September 17	Tuesday	Last day to register
November 11	Monday	Veterans Day
November 19	Tuesday	Pre-registration begins for Winter Quarter
November 26	Tuesday	Fall Quarter ends

### WINTER, 1991-92

December 3	Tuesday	Registration/Faculty Workday
December 4	Wednesday	First day of classes
December 11	Wednesday	Last day to register
December 20	Friday	Christmas vacation begins after last class
January 6	Monday	Classes resume
January 20	Monday	Martin Luther King, Jr.
February 24	Monday	Pre-registration begins for Spring Quarter
March 4	Wednesday	Winter Quarter ends

### SPRING, 1992

March 10	Tuesday	Registration/Faculty Workday
March 11	Wednesday	First day of classes
March 18	Wednesday	Last day to register
April 16	Thursday	Easter vacation begins after last class
April 21	Tuesday	Classes resume
May 19	Tuesday	Pre-registration begins for Summer Quarter
May 25	Monday	Memorial Day Holiday
May 29	Friday	Spring Quarter ends
May 29	Friday	Graduation

### SUMMER, 1992

June 3	Wednesday	Registration/Faculty Workday
June 4	Thursday	First day of classes
June 11	Thursday	Last day to register
June 26	Friday	Summer vacation begins after last class
July 6	Monday	Classes resume
August 19	Wednesday	Pre-registration begins for Fall Quarter
August 26	Wednesday	Summer Quarter ends



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## FALL, 1992

September 8	Tuesday	Registration/Faculty Workday
September 9	Wednesday	First day of classes
September 16	Wednesday	Last day to register
November 11	Wednesday	Veterans Day
November 17	Tuesday	Pre-registration begins for Winter Quarter
November 25	Wednesday	Fall Quarter ends

## WINTER, 1992-93

December 2	Wednesday	Registration/Faculty Workday
December 3	Thursday	First day of classes
December 10	Thursday	Last day to register
December 18	Friday	Christmas vacation begins after last class
January 4	Monday	Classes resume
January 18	Monday	Martin Luther King, Jr.
February 23	Tuesday	Pre-registration begins for Spring Quarter
March 4	Thursday	Winter Quarter ends

## SPRING, 1993

March 9	Tuesday	Registration/Faculty Workday
March 10	Wednesday	First day of classes
March 17	Wednesday	Last day to register
April 8	Thursday	Easter vacation begins after last class
April 13	Tuesday	Classes resume
May 18	Tuesday	Pre-registration begins for Summer Quarter
May 24	Monday	Memorial Day
May 28	Friday	Spring Quarter ends
May 28	Friday	Graduation

## SUMMER, 1993

June 2	Wednesday	Registration/Faculty Workday
June 3	Thursday	First day of classes
June 10	Thursday	Last day to register
July 2	Friday	Summer vacation begins after last class
July 12	Monday	Classes resume
August 18	Wednesday	Pre-registration begins for Fall Quarter
August 25	Wednesday	Summer Quarter ends



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## BOARD OF TRUSTEES

	Term Expires
Tom W. Allen.....	1993
Route 1, Box 6, Peachland, NC 28133	
F. Jeff Cloud .....	1993
P.O. Box 387, Lilesville, NC 28091	
Anne Covington.....	1995
630 West Avenue, Wadesboro, NC 28170	
Ronald Grant Davis .....	1993
Route 2, Box 285H, Wadesboro, NC 28170	
Fonnie P. Dinkins.....	1991
P.O. Box 604, Wadesboro, NC 28170	
Carolyn Gaddy .....	1992
P.O. Box 365, Wingate, NC 28174	
Donald R. (Bobby) Huffman, Chairman .....	1993
311 West Wade Street, Wadesboro, NC 28170	
Patty J. Lawrence.....	1994
604 Willow Street, Wadesboro, NC 28170	
James David Lee, Vice-Chairman .....	1995
319 Williamsburg Lane, Wadesboro, NC 28170	
W. Cliff Martin .....	1993
P.O. Box 37, Polkton, NC 28135	
Altheria Patton .....	1995
515 Sikes Avenue, Wadesboro, NC 28170	
Hoover M. Royals.....	1991
P.O. Box 237, Wadesboro, NC 28170	
W. Eddie Thornton.....	1991
105 Pepperidge Lane, Monroe, NC 28110	
Jerry White.....	1992
1802 Lakeview Drive, Monroe, NC 28110	

## ADMINISTRATIVE TRUSTEES GENERAL WILLIAM A. SMITH TRUST

Bennett Edwards  
Moore Drive  
Wadesboro, NC 28170

Joe Gaddy  
207 White Store Ave.  
Wadesboro, NC 28170

James A. Hardison, Jr.  
Southern National Bank  
P.O. Drawer 111  
Wadesboro, NC 28170



# THE COLLEGE



# ***ANSON COMMUNITY COLLEGE***

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## **MISSION STATEMENT**

Anson Community College, a public, two-year educational institution, is dedicated to serving the people of Anson and Union Counties. Through training, education, and leadership, the College shall contribute to lifelong learning, economic development, and the quality of life.

Anson Community College will

1. Provide quality educational programs and services to meet diverse and changing needs.
2. Seek increased funding for institutional improvement and expansion.
3. Strengthen partnerships with local public schools, area colleges and other organizations.
4. Improve college program accessibility.
5. Increase awareness of Anson Community College as a valuable resource.
6. Require professional development of all college personnel.
7. Provide a learning environment which enhances student success.
8. Maximize managerial efficiency and effectiveness.
9. Provide leadership for economic development.
10. Involve Trustees in the planning process and in service to the College.

## **HISTORY**

Anson Community College was originally designated as the Ansonville Industrial Education Center in November, 1962, by action of the State Department of Public Instruction. Many local citizens were instrumental in securing this operation for the Anson County Area. Trustees of the General William A. Smith Trust, public school officials, and individuals interested in a wider range of educational opportunities for local residents completed arrangements for its establishment in Ansonville, North Carolina. The Center was supported by state, local, federal and Smith Trust funds.

From this beginning in 1962, the Ansonville Industrial Education Center made steady progress. Classes were offered in many parts of Anson County in addition to those held at the Center.

On December 2, 1967, a local board of trustees was officially appointed by the Anson County Board of Education and the County Commissioners. As a result, the Ansonville Industrial Education Center became Anson Technical Institute, a unit of the Department of Community Colleges of North Carolina.

Progress and fulfillment of the purposes of the Institute led to the authorization by the North Carolina General Assembly of Anson Technical Institute as a separately chartered institution on July 1, 1971. The Governor appointed four additional trustees to the governing board.

Further progress, larger enrollment, and additional support from the community enabled Anson Technical Institute to acquire land, obtain additional funds, and construct a 28,000 square foot building in Polkton, about seven miles west of Wadesboro on U.S. Highway 74. This campus houses Business and Secretarial subjects; Graphic Arts, including Photography, Commercial Art and Printing; Air Conditioning, Heating, and Refrigeration; and Industrial Maintenance.



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To better reflect the offerings of the institution, the Board of Trustees on June 7, 1979, changed the name to Anson Technical College.

In 1982, construction was completed in Polkton on a second building, the Learning Resources Center.

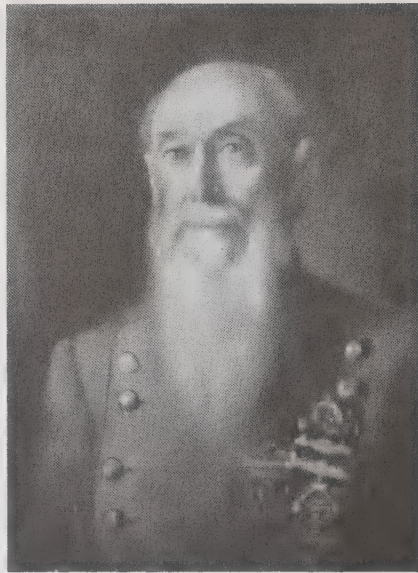
In 1986 a 3600 square foot Auto Body Repair Building was completed on the Ansonville Campus.

Effective November 1, 1987, the official name of Anson Technical College was changed to Anson Community College.

Nearing completion is a third building on the Polkton Campus. This 13,000 square foot voc/tech building will be used for electronic technology and light construction training.

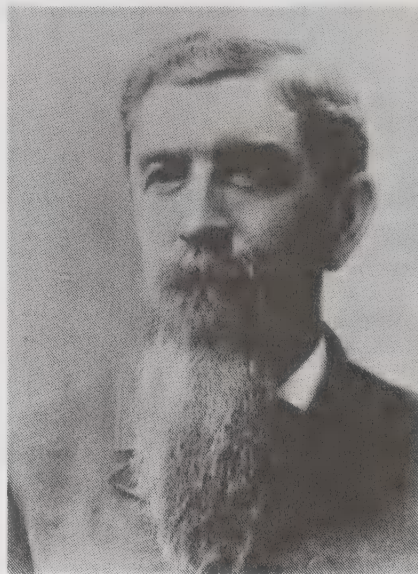
The continuing education/community service division of the College is located in Wadesboro, North Carolina. The main administrative offices of the College remain on the Ansonville Campus.





*General William A. Smith*

General Smith, a native of Ansonville and a Civil War Veteran, was dedicated to the welfare of the youth of his community. Evidence of this concern is reflected in the trust fund established by him for support of vocational training of future generations in the Ansonville area.



*Leonidas Lafayette Polk*

L. L. Polk, native Ansonian and founder of Polkton, is synonymous with education in North Carolina. Because of his daring aspirations, he was instrumental in the founding of North Carolina State University, Meredith College, and his agricultural interests led to the publication of *The Progressive Farmer* magazine.

This forceful crusader of monumental magnitude, according to speculation, would have won the nomination for President of the United States in 1872.

The Anson Community College L. L. Polk Campus in Polkton memorializes this brilliant and distinguish patriarch.



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## VISITORS

Visitors, and in particular prospective students, are always welcome at Anson Community College. The Dean of Student Services will provide guide service for groups or individuals during day or evening hours when the college is open. Questions about the college and its programs will be answered by a member of the Student Services Office.



Miss Anson Community College 1990-91  
Dayna Geiger







ADMISSIONS

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## **ADMISSIONS POLICY**

Anson Community College, encompassing an “open door” policy, does not impose restrictive standards for admission to the college. Admission to Anson Community College is open to all qualified persons 18 years of age or a high school graduate without regard to race, creed, color, sex or handicap. Before a student is admitted to any curriculum, an interview with the counseling staff and/or Dean of Student Services the student must complete Advising Assessment and to review the applicant’s high school or post secondary education transcripts to determine if the student will experience success in the chosen curriculum. A high school diploma or recognized equivalency is required for admission to all associate degree programs at Anson Community College.

While a high school diploma or the recognized equivalent is desirable, it is not mandatory for entrance in to the diploma programs except Licensed Practical Nursing. A person with less than a high school education may be accepted on the basis of experience and the demonstrated ability to benefit. Applicants for Licensed Practical Nursing should refer to the nursing admissions policy.

## **ADMISSION PROCEDURES**

To be admitted, individuals must:

1. Complete and return the application form.
2. Request a transcript from high school and post secondary institutions that he/she has attended, if enrolling in a degree program.
3. Complete Advising Assessment session with a counselor or an advisor.
4. Complete an advising session with a counselor or an advisor.
5. Register for classes on published registration dates.

Note:

Due to special nature of some programs, there may be additional requirements. These include: Unclassified Student status and Licensed Practical Nursing Program. Refer to specific admission policies for these programs in catalog.

## **NEW STUDENT ADVISING ASSESSMENT**

All new degree students must complete Advising Assessment prior to registration. Appointments for Advising Assessment can be scheduled through the Office of Student Affairs.

Advising Assessment, designed to enhance student success, will assist new students with identifying current skills in reading, English, and basic mathematics. Specific skills identified through Advising Assessment, along with counselor or advisor guidance, will determine appropriate placement in the chosen program of study.



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## **UNCLASSIFIED STUDENT STATUS**

A student may enroll as an unclassified student without specifying an educational objective. However, any unclassified student desiring a degree or diploma must declare his/her objective and complete all regular admission procedures.

In order to receive financial assistance, an individual must be in a declared major.

## **TRANSFER CREDIT**

Transfer students may enter Anson Community College upon meeting requirements as outlined in the section on admission procedures. A minimum of 30 hours of course work must be completed on campus prior to graduation.

Previous work will be reviewed for possible credit. Official transcripts of previous course work must be provided by the student to the Student Services Office. Where subject content and length of course are comparable with those in the curriculum applied for, credit may be allowed for grades of C or above. Transfer credit will not influence the student's grade point average on Anson Community College's transcript; however, it will be included in the final grade point average for graduation.

## **ADMISSIONS TO CONTINUING EDUCATION PROGRAMS**

Any person who is 18 years old or a high school graduate is eligible to enter a Continuing Education program. Further information is available in the Community Services section of this catalog or from the Community Service Office. Phone 704-694-6505.

## **NURSING ADMISSIONS POLICY**

Candidates for the Practical Nursing Program are required to take admissions tests and interview with the Admissions Committee before acceptance. The highest ranked candidates shall be selected to enter the Practical Nursing Program.

The Admissions Committee will review and accept the most highly qualified candidates that meet the following admissions requirements between January 15 and August 15 of each year:

1. Submission of Anson Community College application for admission
2. Completion of the LPN Admissions Test with the required minimum score.
3. Positive interview with LPN Admissions Committee
4. Medical and dental examination
5. Three letters of recommendation
6. High school graduation or equivalent (GED) is required for all applicants

The LPN Admissions Committee will review and accept qualified candidates who exceed the admission requirements between January 15 and August 15 of each year. Candidates not accepted between January 15 and August 15 will be accepted to an alternate list and will be considered by the LPN Admissions Committee on August 15 of each year. After August 15 of each year, candidates for

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the remaining openings and ten alternate openings will be selected by the LPN Admissions Committee and notified of acceptance.

Note: Only 20 students are admitted to the program each year.

### **NURSING HEALTH PROGRESSION POLICY**

*Evaluation of health and overall behavior of the student continues throughout the program.*

Continuous surveillance of health status of LPN students will be conducted by the Nursing Coordinator and professional staff. If, at any time, they notice unacceptable behavior or failure to employ safe nursing practice, the Nursing Coordinator may require the LPN student to have a physical and/or mental examination by a licensed physician and/or licensed psychiatrist.

If the examination by the licensed practitioner documents that the LPN student is unsafe to practice safe nursing care, Anson Community College reserves the right within its Due Process Policy to dismiss the student from the program.

### **TECH PREP**

In cooperation with the local high school, Anson Community College participates and supports the TECH PREP program.

The TECH PREP (Technical Preparation) program is a course of study for high school students. It is designed to meet the need for high school graduates to have more technically oriented educational backgrounds. Through a blending of higher level academic and vocational courses, TECH PREP prepares students for the advanced courses required by Anson Community College.

There are three major program areas in TECH PREP at the high school level: Engineering (Industrial, Mechanical, and Electrical), Business, and Health/Human Services. These areas correspond to programs offered at Anson Community College.

### **DUAL ENROLLMENT**

High School students 16 years of age or older may enroll for course work at Anson Community College under the dual enrollment procedure as an unclassified student. Dual enrollment forms may be obtained from the high school attended or the Student Services Office.

### **FOREIGN STUDENT ADMISSIONS POLICY**

Foreign student who meet the normal admission requirements must submit transcripts with English translations. Foreign student applicants are required to submit a statement verifying their ability to meet college costs and living expenses since financial aid is not available to these students. The prospective student will also obtain an F-1 student visa and proof of English speaking proficiency.



TUITION  
FEES  
FINANCIAL AID



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**TUITION PER QUARTER**  
**(Full Time Curriculum Students)**

Tuition .....	\$161.00
Activity Fee .....	\$5.00
Accident Insurance.....	\$2.00
	<u>Total \$168.00</u>

Tuition for students taking less than 14 quarter hours is \$11.50 per quarter hour of credit.

**NOTE: Tuition is set by state policy and subject to change without notice.**

**LATE REGISTRATION FEE**

A \$5.00 late registration fee is charged to returning students who register after the first class meeting. A late registration fee is not charged to first-time enrollees.

**OUT OF STATE TUITION**  
**(Full Time Curriculum Students)**

Out-of-state tuition applies to any student whose legal residence is outside of North Carolina, or, in the case of students who are boarding or living with relatives in the community whose parents or guardians live outside the state.

Tuition .....	\$1505.00
Activity Fee .....	\$5.00
Insurance .....	\$2.00
	<u>Total \$1512.00</u>

Tuition for out of state students taking less than 14 quarter hours is \$107.50 per quarter credit hour.

**ACCIDENT INSURANCE**

Accident insurance, covering the student during hours in school and transportation to and from school, is available for approximately \$2.00 per quarter. Accident insurance is required and should be purchased through the business office.

**STUDENT RESIDENCE CLASSIFICATION**

Regulations concerning the classification of students by residence for purposes of applicable tuition differentials, are set forth in detail in A MANUAL TO ASSIST THE PUBLIC HIGHER EDUCATION INSTITUTIONS OF NORTH CAROLINA IN THE MATTER OF STUDENT RESIDENCE CLASSIFICATION FOR TUITION PURPOSES. (Copies of the applicable and of implementing regulations are available for inspection in the STUDENT SERVICES OFFICE). The REGULATIONS (G.S. 116-143.1 (b)) read in part as follows:



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To qualify for in-state tuition a legal resident must have maintained his domicile in North Carolina for at least the 12 months immediately prior to his classification as a resident for tuition purposes. In order to be eligible for such classification, the individual must establish that his or her presence in the State during such twelve-month period was for purposes of maintaining a bona fide domicile rather than for purposes of mere temporary residence incident to enrollment in an institution of higher education; further, (1) if the parents (or court-appointed legal guardian) of the individual seeking resident classification are (is) bona fide domiciliaries of this State, this fact shall be prima facie evidence of domiciliary status of the individual applicant and (2) if such parents or guardian are not bona fide domiciliaries of this State, this fact shall be prima facie evidence of non-domiciliary status of the individual.

Note: Members of the Armed Forces, their spouses and offsprings may be eligible for special provisions as set forth in MANUAL TO ASSIST THE PUBLIC HIGHER EDUCATION INSTITUTIONS OF NORTH CAROLINA IN THE MATTER OF STUDENT RESIDENCE CLASSIFICATION FOR TUITION PURPOSES.

Note: The decision of the Admissions Counselor or Dean responsible for the initial classification may be appealed to the President of Anson Community College, or his delegate in accordance with North Carolina law (G.S. 116-143.1). If not satisfied with the decision, the student may then appeal to the State Residence Committee. Upon request, the College will provide the student with copies of school information housed within the college (e.g. residence application, school records, etc.) as may be needed.

### **STUDENT RESIDENCE RECLASSIFICATION**

Residence status reclassification may be made only during the regular registration period either before or after the academic quarter. Upon the written petition of a student submitted to an Admissions Counselor or to the Dean of Students at least ten days prior to the beginning of the academic quarter, a classification inquiry will be initiated. In such cases, the reclassification will be made in accordance to North Carolina law (G.S. 116-143.1).

### **ACTIVITY FEE**

The College activity fee is \$.50 per quarter hour up to a maximum of \$5.00 for 10 or more quarter hours. This fee applies to on-campus students only. The fee supports cultural activities, entertainment, and recreational activities sponsored by the Student Association. Off-campus students may pay this fee if they wish to participate in these activities.

### **TEXTBOOKS AND SUPPLIES**

Students must purchase textbooks and other necessary supplies. For their convenience, the college maintains a bookstore on each campus in which these items may be purchased. The cost of these items varies according to the program of study taken by the student.

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## **SPECIAL FEES**

Because of the nature of some programs, additional fees may be charged (e.g. equipment fees, LPN Liability Insurance, etc.).

## **REFUND POLICY**

Tuition refunds may be authorized only in the event that the student must withdraw for unavoidable reasons. Withdrawal requests must be presented to the Dean of Student before the student withdraws from classes. In such cases, two-thirds of the tuition paid may be refunded if the student withdraws within the late registration period, as published in the Academic Calendar. No refunds shall be made in the amount of \$5.00 or less. Full tuition refunds will be made should the College cancel a class.

## **SENIOR CITIZENS**

Persons 65 years of age or older may attend Anson Community College without paying tuition. Other fees will be charged. Verification of age will be required.

## **STUDENT FINANCIAL ASSISTANCE**

In order to receive financial aid, a student must be enrolled in an academic program for at least six credit hours and also maintain satisfactory progress in his/her course of study. Students enrolled as unclassified (not claiming a major) are ineligible to receive the Pell Grant, Work Study and SEOG. Students who do not possess a high school diploma, GED, or recognized equivalent must pass an approved test of ability to benefit prior to receipt of Title IV aid.

Assistance may be awarded in the form of a grant, part-time employment, scholarship or a combination of these. Awards are made on the basis of need, subject to availability of funds. Students must apply for financial assistance each year and are encouraged to apply at least 8 weeks prior to registration day of the quarter they intended to enter school. Federal Financial Aid Applications are available in March for assistance which begins July 1. The necessary forms can be obtained from the Financial Aid Officer.

## **SATISFACTORY ACADEMIC PROGRESS STANDARDS TO MAINTAIN FINANCIAL AID ELIGIBILITY**

For financial aid purposes, satisfactory progress is measured both quarterly and yearly.

### **Quarterly Evaluation**

The Financial Aid Student will adhere to the accumulative quarter hours and minimum quality point average required under the Probation Policy.



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## Yearly Evaluation

Satisfactory progress will be measured once a year in order to determine that a student has completed the requirement amount of credit work towards his/her degree.

	<b>End of</b>	<b>Minimum Number of Credit Hours Required</b>
Length of Program	4 quarters	12
	8 quarters	36
	12 quarters	72
	16 quarters	103-146

Students who have not satisfactorily completed the required number of credit hours at the end of each year will have their financial assistance terminated. If verifiable mitigating circumstances have caused students not to meet this requirement, they have the opportunity to appeal to the Financial Aid Committee.

The types of aid available are as follows.

## The PELL Grant Program

PELL grants are available to student who are enrolled at least half-time in a specific program and who have not received a bachelor's degree. Grants range from \$200.00 per year to \$2,200 maximum amount per year for full-time students. This is a grant and, therefore, does not have to be repaid. Applications may be obtained from Anson Community College, Student Services, P.O. Box 68, Ansonville, NC 28007.

## Supplemental Education Opportunity Grant (SEOG)

This program offers additional assistance for students who are eligible for PELL Grants. The minimum SEOG grant is \$200.00 per year. Applications may be obtained from Anson Community College, Student Services, P.O. Box 68, Ansonville, NC 28007.

## College Work-Study Program

The College Work-Study program provides jobs for student who meet the eligibility requirements and wish to earn part of the cost of attending Anson Community College. Students who are interested in college work study jobs must also apply for PELL Grants and complete an application for employment.

Students receiving Federal Financial Assistance must meet Satisfactory Progress requirements with regard to time frames for completing diploma or degree programs as required by the U.S. Department of Education. Details are published in ACC's Financial Aid Handbook. For more information contact Financial Aid Officer, Anson Community College, P.O. Box 68, Ansonville, NC 28007.

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## **Scholarships**

Local scholarships are available for students attending Anson Community College and are listed below:

- Alumni Association Scholarship
- Dept. of Community Colleges Scholarship
- LPN Scholarship
- Pee Dee Electric Scholarship
- Student Association Scholarship
- Wachovia Scholarship
- Carolina Power & Light Scholarship
- Duff-Norton Scholarship
- Board of Elections Scholarship
- Women in Action Scholarship
- Alpha Pi Chi Scholarship
- GTE South Scholarship
- Las Amigas Scholarship
- Bonsal Scholarship
- Hon. William F. Hefner Scholarship

Each scholarship has specific application guidelines. Students interested in scholarships should contact the ACC Financial Aid Officer. Application forms may be secured from the Financial Aid Officer at Anson Community College.

## **OTHER SOURCES OF FINANCIAL ASSISTANCE**

### **Veterans Benefits**

Qualified veterans and wives and children of deceased veterans may be admitted and approved to receive educational benefits, providing they meet requirements established by the Veterans Administration. The College is approved for the training of veterans under Public Law 16 of the 78th Congress and under Public Law 550 of the 82nd Congress, and Chapter 34, Title 38, United States Code. For more information, contact Financial Aid Officer, Anson Community College, P.O. Box 68, Ansonville, NC 28007.

### **Vocational Rehabilitation**

Vocational Rehabilitation is available to certain students with mental, physical, or emotional handicaps that limit their employment opportunities. For more information contact the Vocational Rehabilitation Office in the area or write:

- Department of Human Resources
- Division of Vocational Rehabilitation Services
- Raleigh, NC 27611

### **Job Training Partnership (JTPA)**

JTPA funds may be available to qualified students. Assistance may be provided for books, tuition, fees and supplies. Students should contact the JTPA Coordinator for more information.



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## **The Tuition Assistance Program**

The Tuition Assistance Program is available to provide tuition assistance for members of the North Carolina National Guard. The application is available at guard units and the office of the:

Adjutant General  
P.O. Drawer 26268  
Raleigh, NC 27611

## **Perkins Act**

Single parents and homemakers may receive funds to pay for child care, transportation, tuition, fees and other services while in school. To qualify, the student must be legally separated or unmarried with custody or joint-custody of children. Homemakers are adults who have worked in the home primary without pay and now must work outside the home. To apply, contact Financial Aid Officer, Anson Community College, P.O. Box 68, Ansonville, NC 28007.







# ACADEMIC POLICIES

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## **QUARTER SYSTEM**

Anson Community College operates on the quarter system. The Fall, Winter, Spring and Summer Quarters are each eleven weeks in length. The College is in session five days per week. Classes normally meet hourly for fifty minutes with a ten minute break between classes. The number of times that a class meets each week is determined by the number of quarter hours credit awarded for that class.

## **REGISTRATION**

All students are required to register at the beginning of each quarter. Credit will not be granted for courses in which the student is not properly registered. Classes missed because of late registration will be counted as absences. Registration instructions are published prior to each quarter. Late registrants must attend the next scheduled class. (This includes the day the registrant registers if at all possible.)

## **ADVISORS**

Students will be assigned advisors upon declaring a curriculum program Anson Community College. The advisors will either be the Department Chairman or a full-time faculty member within the respective curriculum. Advisors will keep a record of their advisee's progress and will be the person a student will seek when questions arise regarding their program or requirements for program completion. Faculty members schedule office hours each term and students are encouraged to make appointment with advisors to lessen problems and congestion during registration.

Students are urged to check with the faculty as to their office hours.

If you are "unclassified" status, your advisor is the College Counselor.

## **ATTENDANCE POLICY**

Absences are a serious deterrent to good scholarship, and it is difficult to receive optimum instruction, obtain knowledge, or gain skill when absent from class. As students are adults with many responsibilities, an occasional absence might be absolutely necessary; however, such absences in no way lessen the student's responsibility for meeting the requirements of the class. Instructors may use attendance as part of their policy to determine class grades.

A student who has two consecutive weeks of absence from a scheduled class and has made no contact with the instructor will be classified as a withdrawal and terminated by the instructor after the first class meeting of the third week. The student will be given a grade of "W".

The Dean of Student Services will be notified within three (3) days of all withdrawals.



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## STUDENT COURSE LOAD

A student must carry 12 quarter hours to be considered a full-time student. The normal maximum load is 21 credit hours. Permission of the Department Chairman and the Dean of Instruction must be obtained to schedule more than 21 credit hours.

## GRADING SYSTEM AND QUALITY POINT AVERAGE

The 4.0 quality point system is used to calculate student quality point averages. The letter grades used are:

A	Outstanding	4 quality points
B	Above Average	3 quality points
C	Average	2 quality points
D	Poor	1 quality point
F	Failing	0 quality point
*I	Incomplete	0 quality point
AU	Audit, no grade or quality points	
W	Withdrawal from the course during the school term. This indicates the student will receive no grade and no credit for the course.	

The quality point average is calculated by dividing the total number of quality points earned by the total number of quarter hours earned.

An average of "C" in the major area of study and an overall average of "C" is required for graduation. An average of "C" on the 4.0 quality point system is a 2.0 quality point average. For the Practical Nursing Program only, any grade below a "C" is considered failing.

### \*INCOMPLETES

The grade of "I" may be assigned by the instructor as an "incomplete." Students must complete all work and remove the "I" from their record during the next quarter. An "I" automatically becomes an "F" if not removed in the prescribed time.

### DROP/ADD

Students may drop or add a course during the drop/add period at the beginning of each quarter without grade penalty.

The drop/add period will be the first week of each quarter as published in the academic calendar. Students must complete the official Drop/Add form available in the Student Services Office.

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## WITHDRAWAL

Anson Community College recognizes that from time to time, it may be necessary for a student to withdraw from a course. Students may withdraw from any course and receive a grade of "W" following the Drop/Add period each quarter by completing the official withdrawal form which is available in the Office of Student Services.

## PROBATION POLICY

A probation committee composed of the Dean of Instruction (chairman) and members as appointed by the President, shall meet quarterly to administer the probation policy.

Students with a quality point average below that required for the cumulative hours attempted (see schedule below) will be placed on probation.

### Associate Degree Program

Cumulative Quarter Hours	Minimum Quality Point Average
0-24	1.25
25-48	1.50
49-72	1.75
73-or more	2.00

Failure to attain the above required quality point average during a probationary quarter will result in one or more of the following:

1. Suspension for a quarter
2. A loss of financial aid for a quarter
3. A further quarter of probation
4. Transfer to another program
5. A loss of V.A. educational benefits

The probation committee shall determine which one or more of the above shall apply in each individual case.

### Vocational Diploma Program

0-18	1.25
19-36	1.50
37 or more	2.00

Failure to attain the above required quality point average during a probationary quarter will result in one or more of the following:



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1. Suspension for a quarter
  2. A loss of financial aid for a quarter
  3. A further quarter of probation
  4. Transfer to another program
  5. Transfer to Learning Laboratory
  6. A loss of V.A. educational benefits

The probation committee shall determine which one or more of the above shall apply in each individual case.

NOTE: The committee may take into consideration extenuating circumstances, i.e., an act of God which prevents the student from meeting his responsibilities. Sole judgement on extenuating circumstances rests with the committee.

### **APPEAL**

A student may appeal the decision of the probation committee by notifying the Dean of Instruction no later than 5 days following the notification of probationary status. The Dean of Instruction will schedule an appeal hearing of the probation committee within 5 days of receipt of the student's intent to appeal.

The decision of the committee shall be final.

### **READMISSION**

Students suspended for academic reasons will automatically be on probation for their first returning quarter. A student who has withdrawn for any reason other than disciplinary may re-enter any quarter provided all debts to the college have been paid.

### **COURSE AUDITING**

Students who wish to audit courses must register through normal channels. Auditors receive no credit and are encouraged to attend class regularly and participate in class discussions. Auditors will be charged the same fees as students taking courses for credit.

### **CATALOG OF RECORD**

The catalog that is current when the student enrolls in the College is the catalog of record. A student who is in continuous attendance (except summer quarter) may graduate under the provisions of his/her catalog of record, or a subsequent issue. A student who is not in continuous attendance must graduate under the provisions of the catalog in effect on his/her last re-entry date or a subsequent issue.

A student who changes his/her program of study will come under the provisions of the catalog in effect at the time of the change, or a subsequent issue.

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## CHANGE OF CURRICULUM

There are times when a student's aptitude and interests may be better served by a change of curriculum. Should a change be advisable, a counselor in the Student Services Office should be consulted to explore possibilities which will serve the interest of the student.

A student desiring to change his/her program of study must file a Request for Change of Curriculum with a counselor in the Student Services Office. The change must be approved by the counselor and shall be effective at the beginning of the ensuing quarter, or later, as specified by the student.

Because of the nature of associate degree and occupational diploma programs, each student requesting a change of curriculum will have his/her record evaluated in terms of his/her goals.

## DEAN'S LIST

Anson Community College recognizes outstanding academic achievement by placing the student on the Dean's List. Students enrolled for a minimum of 12 quarter hours and who receive a "B" plus average (3.5 quality point average) will be placed on the Dean's List.

## CREDIT BY EXAMINATION

A student may earn credit by examination for a given course if he can demonstrate the required level of proficiency as a result of independent study or experience. This credit shall be based on a departmental examination which will be given with the permission of the student's advisor and the concerned instructor. Grades will be assigned by the instructor according to test results. Persons earning credit by examination are charged regular tuition rates. Forms and other information may be obtained from the Student Services Office.

## READING COURSES

RDG 101 College Reading is a required course in all technical programs at Anson Community College. RDG 101 and its prerequisite RDG 091 must be taken during the first twenty-four (24) credit hours of study.

For students who need additional developmental work in reading before taking RDG 101, the College offers RDG 092. RDG 092 is a continuation of RDG 091.

Anson Community College also offers courses in Speed Reading (RDG 093) and Study Skills (RDG 094). These courses are elective courses.

**Note:** RDG 091, RDG 092, RDG 093, and RDG 094 earn College credit but do not count toward graduation requirements.

## INDEPENDENT STUDY

Independent Study is an alternate means of completing the requirements of credit courses which lead toward graduation. The specific title of the course and the credit value assigned will vary depending upon catalog listing or student-teacher selection. Students who are taking a course by independent study must be in conference with the instructor at scheduled office hours or by appointment.



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Students desiring to pursue a course by Independent Study must register for the course during regular quarterly registration. Approval of the student's advisor, course instructor, and Dean of Instruction must be obtained prior to completion of the registration process. Necessary forms and other information may be obtained at any time from the Student Services Office or at registration.

## **REQUIREMENTS FOR GRADUATION**

The following minimum requirements apply to all programs. Some departments may have additional requirements applicable only to that department:

1. A student must have a 2.00 quality point average in his major, an overall 2.00 average ("C" average) and have completed all required courses in order to graduate.
2. All departmental requirements must have been satisfied.
3. All property of the school must be returned.
4. Residency requirements must be met.
5. Presence at graduation is a requirement. When attendance is impossible, the student may petition, in writing, the Dean of Students for permission to graduate in absentia. Such petition must be made at least ten days before commencement exercises. Permission to graduate in absentia may be denied.
6. Each graduating student must make application for graduation and pay the appropriate fees at registration for the last quarter prior to graduation.
7. A minimum of 30 credits must be earned at Anson community college.
8. Complete exit interview with Student Services.

Upon recommendation of the department chairman and approval of the department faculty and the Dean of Instruction, certain specific graduation requirements may be waived.

Any student who expects to complete all course work by the end of summer quarter, may with the consent of the Dean of Instruction, meet the requirements for graduation by attending the May ceremony provided that they sign a letter requesting early graduation by the beginning of the spring quarter. They must at that time pay the graduation fee. Degrees and Diplomas will be issued following completion of all course work and other requirements at the end of the summer quarter.

## **REPEATING COURSE WORK**

A student may repeat a course with a "C" or below twice. Students desiring to repeat a course more than two times must obtain permission from the Dean of Students. In the case of a course which has been repeated, only the grade points and credit hours earned in the most recent attempt will be used to determine eligibility for graduation.

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## COURSE SUBSTITUTION

Students may request to substitute an equal or higher level course required in their program of study based on particular occupational goals. All substitutions must be approved in writing by the student's advisor, Departmental chairperson and the Dean of Instruction. A maximum of five (5) courses may be credited for any student through the course substitution methods. Exceptions may be made with special approval by the Dean of Instruction.

## TRANSFER OF CREDIT

Educational work completed by the student in other accredited institutions may, where applicable, be credited toward the requirements of a degree, diploma or program at Anson Community College. Students are required to file transcripts of all previous college work.

Transfer credit from any institution in the North Carolina Department of Community Colleges is accepted. Credit toward technical and vocational programs may be accepted from other agencies at the discretion of the College. Records of prior work will be evaluated by the College upon request. Final acceptance or rejection of transfer credit lies with the College.

Credit earned at Anson Community College can be transferred to a similar program at other institutions of the Department of Community College in North Carolina and selected four-year colleges and universities. Transfer credit is determined by the Institution to which the student wishes to transfer.

Anson Community College has entered into agreements with the following colleges and universities whereby students may transfer credits (primarily general education credits) and/or the Associate degree toward a bachelor's degree.

- Bennett College
- Campbell University
- Fayetteville State University
- Gardner-Webb College
- Greensboro College
- Livingstone College
- Methodist College
- North Carolina A & T State University
- North Carolina Central University
- North Carolina Wesleyan College
- Pembroke State University
- Pfeiffer College
- Shaw University
- Warren Wilson College
- Wingate College
- Winston-Salem State University

For more information regarding the transfer status of specific courses and curriculums, refer to individual programs in this catalog.



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## STUDENT RECORDS

Anson Community College will comply with the Amendment to Public Law 93-380, (Privacy Rights of Parents and Students) which sets forth obligations for the maintenance and release of certain student information.

The following documents will be maintained as part of the student's institutional record for five (5) years and will be subject to all state and federal regulations governing the safety and confidentiality of those records:

1. complete application
2. completed medical forms (when applicable)
3. veterans records
4. personal data sheets
5. transcripts
6. grade sheets and registration forms
7. counseling data sheets
8. test records (when applicable)
9. any statement of waiver by the student for release of records which also contains a list of those persons to whom the record were accessible.

Anson Community College will use the above information for the sole purpose of assisting the student in the attainment of educational goals at this institution. The information gathered as listed above may be shared with appropriate professional personnel of the institution for the accomplishment of this goal.

Each student has the right to request and be permitted, within the limitations of Public Law 93-380, to review the above listed records in the presence of either the Dean of Student Services or Counselor.

## TRANSCRIPTS

An official transcript of work at Anson Community College will be forwarded upon request by the student. One transcript will be prepared without charge. Additional transcripts will be prepared at a cost of \$1.00 per copy. No transcript will be released until the student account is cleared with the Business Office and Library.





STUDENT  
SERVICES/LIFE

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## **STUDENT SERVICES OBJECTIVES**

The objectives of the Office of Student Services are to aid the student in increasing his/her knowledge of self, developing his participation with others, and informing him of his career alternatives. The objectives reflect the purpose of the College in that they help the student determine educational goals and encourage growth as an individual.

### **ORIENTATION**

All new full time students are expected to participate in an orientation program conducted each quarter by the Student Services Staff and other college personnel. Part time students are urged to participate. Orientation will acquaint the student with administrative policies such as grading, financial aid, scheduling, attendance and others which relate to student interest or requirements.

### **COUNSELING**

Counseling services are provided by the College to aid students in determining and succeeding in their vocational and educational programs as well as assisting them in resolving problems of a personal nature which might affect progress toward their educational objectives. Request for these services should be directed to the Office of Student Services.

### **ACC CAREER CENTER**

The ACC Career Center offers programs, workshops, and counseling to help students of all ages and educational backgrounds to discover aptitudes and options, to learn vital career information, and to upgrade job skills. A variety of interests, aptitude, and personality tests are available to students who want to understand more about themselves and to obtain information for making decisions about their lives. Counselors are available to discuss test results, the area job market, educational programs, financial assistance, and other special programs. The ACC Career Center maintains a collections of books and resources specifically for career development, career exploration, and personal development.

### **JOB PLACEMENT**

The Student Services Office is responsible for assisting students and graduates of the College in finding employment in their chosen field. Student resumes may be filed in the Student Services Office. Placement service is also available to ACC alumni seeking permanent employment. While there is no guarantee that students and alumni will be placed in a job of their choosing, many contacts with business and industry are maintained to help bring prospective employers and employees together.



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## **SOCIAL AND CULTURAL ACTIVITIES**

Anson Community College offers a well-rounded program for the social and cultural development of the students. Lectures and exhibits of various kinds are held periodically during the year. Notice of these events will be posted on the bulletin board in the college lounge.

### **SMOKING**

Smoking is allowed on the campus but is prohibited in all instructional areas. Ashtrays and smoking stands are provided in those areas where smoking is allowed. Smoking is permitted in faculty-staff offices if there is no objection by the office occupant.

### **CLASS RINGS**

Anson Community College class rings are available to all students. Students wishing to purchase rings should check with the Student Services Offices to find out when orders will be taken. A ring sales representative will be available during specific times of the year which will be announced in advance.

### **STUDENT ASSOCIATION**

The purpose of this organization is to promote in each student a personal sense of pride and responsibility in the college and to accept his democratic responsibility as an American citizen.

The Student Association acts as an intermediary between the student and the college faculty and administration. It also cooperates with the administration in the coordination and the supervision of student activities. Members of the Student Association are elected annually by the students.

### **PHI BETA LAMBDA**

Phi Beta Lambda (PBL) is a national organization for those students planning to enter the business world. Students in the Business Administration, Accounting, Secretarial Science, Computer Science and Marketing & Retailing programs will especially want to join.

The club's aim is to better familiarize its members with business operations and functions and the American Free Enterprise System.

Interested students may join at anytime during the year.

### **ALUMNI ASSOCIATION**

Each Anson Community College student completing a program or graduating is invited to join the Alumni Association. The aim of the Alumni Association is to keep former students involved in ACC's future activities and growth. Alumni may take advantage of placement services and other post-graduate benefits that are offered.

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## **STUDENT CONDUCT**

Students at Anson Community College are expected to conduct themselves as adults in accordance with generally accepted standards of behavior and decency at all times. The college does not permit the use or the possession of alcoholic beverages or illegal drugs on campus. The college is in accordance with Federal, State, and Local statutes and will cooperate with the respective law enforcement agencies in their enforcement.

Any student subject to dismissal from ACC for disciplinary reasons is entitled to due process, including the right of appeal.

## **STUDENT HOUSING**

The college does not have dormitory facilities. The Dean of Students will assist students in obtaining off-campus housing, when requested to do so.

## **COLLEGE CENTER**

The college provides facilities for the convenience of students. Included in the lounge area is a snack area for sandwiches, soft drinks and candies and an area for study and recreation.

## **HEALTH SERVICES AND FIRST AID**

Emergency First aid kits are maintained in the Student Services Offices as well as in each of the shop areas. Injuries requiring more minor first aid will be referred to local physicians. In case of an emergency, physicians and/or ambulance service may be called at the student's expense to provide necessary medical services.

In addition, a medical center is conveniently located within walking distance of each campus.

## **STUDENT DUE PROCESS**

### **INTRODUCTION**

Freedom to teach and freedom to learn are inseparable facets of educational freedom. The freedom to learn depends on appropriate opportunities and conditions in the classroom and on campus. Students should exercise their freedom with responsibility and be aware of the penalties that may be invoked by the institution when such exercise is considered in violation of acceptable conduct as noted in the General Catalog & Student Handbook.

Any student who fails to comply with the normal and accepted manner of behavior and/or performance while on campus or representing the College, or who acts in a manner so as to interfere with an instructor's ability to conduct class may expect disciplinary procedures to be immediately invoked by his instructor. The instructor alone will determine the nature and degree of disciplinary



action necessary to promptly re-establish the desired learning environment or order. The student's right to due process and protection from undue, harsh or unjustified disciplinary action is guaranteed in the following parts of this policy:

DEFINITION OF TERMS USED

**Class** — An organized body consisting of one or more teachers and one or more students meeting for a specific period of time; a segment of a course.

**Course** — An organized body of material necessary for the teaching of a particular subject and meeting for a specified number of times over a period of eleven (11) weeks of time.

**Curriculum** — Is used for management and educational purposes and is defined as consisting of all courses of instruction which lead to a degree or diploma offered at Anson Community College.

**President's Advisory Student Committee** — Hereinafter referred to as the Committee is the institutional review body that presides over disciplinary review hearings and renders recommendation thereon.

**Laboratory** — Room and rooms appropriately equipped and used by students for learning purposes.

**Laboratory Period** — A formalized meeting of one or more instructors and one or more students for a given period of time, usually from one to five hours in length.

**Instructional Period** — A class or laboratory meeting as defined by the instructional schedules.

**Admonition** — An oral or written notice to the student that he or she is in violation of acceptable conduct.

**Censure** — Excluding a student from a particular class assignment, quiz, or exercise, with or without the privilege of making up the same.

**Suspension** — The exclusion of a student from his class, course, curriculum, learning situation or from the activities or facilities of the institution for a specified period of time.

**Expulsion** — The permanent exclusion of a student from all campus activities and facilities.

**Instructor** — Faculty member or other person responsible for the instruction or supervision of college sponsored or sanctioned activities.

DISCIPLINARY PROCEDURES

A. Degrees of and Procedures for Invoking Penalties

Degree	Penalty	Authority and Procedure
1st	Admonition	The instructor may invoke a warning to any student or student group.
2nd	Censure	The instructor may invoke a judgment against a student by revoking his privilege of further participation in that day's class or laboratory activities.

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3rd	Suspension from class	The instructor may suspended a student from his class, laboratory or learning situation or from a learning assignment, with or without the privilege of makeup, for a period of time not to exceed three consecutive class meetings. He must immediately notify his Department Head and the Dean of Instruction and the student of his actions in writing.
4th	Suspension from course, curriculum or extra- curricular activities	The Dean of Instruction may invoke the penalty of suspension from a course, curriculum or extracurricular activities for a specified period of time. If the suspension from a learning activity exceeds three consecutive class meetings, the Dean will within twenty-four (24) hours notify both the President, the Committee and student of his actions in writing. If this suspension is from extracurricular activities, the Dean may notify the President and the Committee.
5th	Expulsion	Only the Board of Trustees may invoke the penalty of expulsion from the institute under the procedure hereinafter set forth.

- B. Reporting of Offenses — Any student, faculty member, or staff member should report incidents of misconduct to the Dean of Instruction.
- C. Initial Investigation and Hearing — The Dean of Instruction will confer with the accused and explain the accused his rights to due process and notify him of his opportunities to explain his conduct and to request a full hearing which should be held within twenty-four (24) hours after notification.
- D. Options of the Dean of Instruction — After his investigation and hearing the Dean will have the following options:
1. To drop the charge against the accused.
  2. To declare the case closed immediately for lack of evidence.
  3. To uphold the disciplinary decisions of the instructor.
  4. To admonish that repetition of the questionable conduct may necessitate further discipline.
  5. To invoke a disciplinary suspension from extracurricular activities.
  6. To recommend a disciplinary suspension from a class, classes or curriculum.
  7. To recommend disciplinary expulsion from the College.
- E. After Investigation and Hearing — The Dean will notify the President and the Committee of his initial investigation and hearing when the disciplinary action taken results in the student's being suspended for more than three consecutive class sessions or expelled from the College.



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#### F. Options of the Accused

1. The accused may accept the penalty proposed by the Dean.
  - a. The Dean will in writing identify the claimed misconduct, present a statement of the full penalty proposed and a statement of the student's rights to due process to the accused.
  - b. The accused's signature on such document will indicate his acceptance of the penalty and understanding of his rights, but will not represent an admission of guilt.
2. The accused may within three school days file with the Chairman of the Committee a request for a hearing and a determination of the recommendation to the President by the Committee.
  - a. The Dean will notify the Committee in writing of the alleged misconduct and the nature of all the evidence.
  - b. A copy will be given to the accused.

#### G. The President's Advisory Student Committee

1. The Committee is created to conduct hearings assigned to its jurisdiction.
  - a. The Committee shall be composed of five members.
    1. The Chairman will preside over the hearing.
    2. Five members shall be appointed, including the Chairman, by the President of the College.
2. Appointments are for one year (September-August 31).
3. Duties
  - a. The Committee must be a full complement to hear and determine the facts of a case.
  - b. Any member of the Committee who is personally connected with case shall inform the Chairman and shall be disqualified. A replacement shall be appointed as noted in Section G-1.

#### H. Hearings and Determination by the Committee.

1. Call of Hearing
  - a. Upon receipt of an appeal by the accused or a request of case review by Dean of Instruction, the Chairman of the Committee will:
    1. Set a time for the hearing
    2. Notify the accused and the Dean of the time and place.
    3. Make arrangements for recordings.
  - b. Such hearing should take place within one calendar week of the time of the notification of the Dean and the accused.
2. The Hearing
  - a. The Chairman calls the session to order.
  - b. All interested parties take their respective places.
  - c. The Chairman will read the charge against the accused in the presence of the accused.
  - d. The Dean or appointed representative of the College and the accused or his representative have the opportunity to make an opening statement.

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- e. All pertinent information regarding the claimed misconduct will be presented by the Dean or by his representative and/or witnesses of his choice. (Should the representative be an attorney, the Chairman must make this known to the accused at least forty-eight (48) hours before the hearing.)
  - f. The accused or his representative, after hearing all evidence presented, may question the accused and/or witnesses. (Should the representative be an attorney, the accused must make this known to the Chairman at least forty-eight (48) hours before the hearing.)
  - g. The accused or his representative will then have the opportunity to present his case, including all evidence, witnesses, including a reasonable number of character witnesses (from student body, faculty or staff). The accused may exercise the right to remain silent.
  - h. In the event the accused does not exercise his or her right to remain silent, the Dean will have the right to then question the accused. The Dean shall at all times have the right to question all witnesses presented by the accused.
  - i. The Committee shall then question both the accused (if he hasn't exercised his right to remain silent), and any witnesses.
  - j. The Committee will then clear the room and render a recommendation as to the accused and said determination shall be immediately submitted to the President and the student so notified.
  - k. Failure by the accused to appear at the hearing after due notice thereof will not prevent the Committee from hearing the evidence and making its recommendation to the President.
3. Judgment
- a. a majority vote by the Committee will render a decision to be recommended to the President. Each member of the Committee shall have one vote.

### APPEAL

- A. Any accused has the right to appeal in writing to the President of the College within five days after the Committee's recommendation.
  - 1. The President may:
    - a. Endorse the Committee recommendation.
    - b. Reduce or rescind the Committee recommendation.
    - c. Invoke more severe penalty exclusive of expulsion.
- B. The President has the right to review any Committee recommendation and may adjust same in accordance with A-1 above whether or not an appeal has been filed.
- C. Any accused for any reason shall have the right to appeal from the decision of the President to the Board of Trustees, by filing a notice with the President and the secretary of the Board within ten (10) days from the written notice of President's decision.



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- D. The Board of Trustees shall notify the accused, in writing, as to the time, date and place of hearing which date shall not be less than ten (10) days from the date of said notice.
1. The Board of Trustees may appoint a panel of three of its members to hear said appeal and to make recommendations to the full Board.
  2. The Board of Trustees shall make is decision within five (5) days following said hearing either by the full Board or as set forth in D-1 above.
  3. The decision of the Board of Trustees shall be final.
- E. Any recommendation of the President for expulsion shall at all times be submitted to the Board for approval or modification whether or not an appeal has been timely filed.

## **CONSTITUTION OF THE ANSON COMMUNITY COLLEGE STUDENT ASSOCIATION**

### **PREAMBLE**

We, the students of Anson Community College, do hereby establish the constitution in order to promote unity among the faculty, ourselves, and the community; to maintain high standards of conduct; to established justice and project the good name and liberties of all; and to preserve an atmosphere of free discussion, inquiry, and self expression that will assure the personal freedom and general well-being of the members.

### **ARTICLE I — NAME**

The organization shall be known as the Anson Community College Student Association.

### **ARTICLE II — PURPOSE**

The purpose of the Student Association shall be to further the best interests of the College through representation of the student body in matters affecting student life and student affairs, promoting and supervising student organizations and activities, and upholding and interpreting this constitution.

### **ARTICLE III — MEMBERSHIP**

Every regularly enrolled full-time student at Anson Community College shall be a member of the Student Association. Part-time students who pay the student activity fee will be members of the Association.

### **ARTICLE IV — OFFICERS AND ELECTIONS**

#### **Section 1. Executive Officers.**

The executive officers of the Student Association shall consist of a President, Vice President, Secretary, and a Treasurer.

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Section 2. Duties of Executive Officers.

- a. The president shall serve as the official representative of the student body, shall preside at all meetings of the Student Association, preside at all meetings of the Senate, conduct business meetings using accepted parliamentary procedures, appoint committees which are necessary for the operation of the Student Association and refer approved legislation to the Dean of Students.
- b. The Vice President shall serve as a member of the Senate and shall assume the duties of the President in his absence and assume the office of president if for any reason the President must vacate his office.
- c. The Secretary shall serve as a member of the Senate and shall maintain a permanent record of minutes of the Student Association and of the Senate meetings, post the minutes of the meetings of both bodies in the College Lounge within one week following each meeting.
- d. The Treasurer shall serve as a member of the Senate and shall serve as chairman of the Budget Committee, present the budget to the Senate for approval, maintain a permanent record of all financial transactions of the Student Association, receive from the treasurer of each club and organization a quarterly financial statement, make quarterly reports to the Student Association and quarterly reports to the Senate, and submit the treasurer's books to the business office to be audited once per quarter or at the request of the business manager or the Senate.

Section 3. Election of Officers.

- a. The president shall be elected each fall quarter to serve for a period of one academic year.
- b. The following Student Association officers shall be elected each fall quarter to serve for a period of one academic year: President, Vice President, Secretary, and Treasurer.

Section 4. Senators.

The Senate shall consist of the President, Vice President, Secretary, and Treasurer of the Student Association, and one Senator from each diploma and associate degree program.

Section 5. Election of Senators.

The allotted senators shall be elected within the first four weeks of the fall quarter and will serve for a period of one academic year.

Qualifications of Officers.

A student must maintain a "C" or better and be approved by the Elections Committee in order to hold any office. This committee will consult with the Dean of Students concerning academic averages of nominees.

**ARTICLE V: LEGISLATIVE SENATE  
(Hereinafter called the "SENATE")**

- Section 1. The senate shall consist of the Executive Officers and Senators of diploma and associate degree programs. Chairmen of standing committees, other than elected officers or representatives, shall be ex-officio members.



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- Section 2. The senate shall meet monthly. Special meetings may be called by the president, acting president, or the secretary.
- a. Senate meetings and all questions of order shall be conducted according to Robert's Rules of Order — Revised.
  - b. Senate meetings shall be open to all members of the student body, faculty, and administration.
- Section 3. All Legislative powers and duties shall be vested in the Senate. The Senate shall have powers to:
- a. Appropriate funds from the approved student budget for
    1. Student publications.
    2. All agencies of the Student Association.
    3. All extra-curricular activities under the direct supervision of the Student Association.
  - b. Approve or reject, by majority vote, all appointments made by the president of the Student Association.
  - c. Make laws governing the conduct of all elections.
  - d. Impeach and remove from office any elected student official not fulfilling his duties, by two-thirds majority vote of the Senate.
  - e. Make laws authorizing the president, if necessary, to fill a vacancy in any elected office until the next general election.
  - f. Replace any of its appointed officers, committees, or staff members who do not fulfill their designated duties.
  - g. Require reports from all student organizations.
  - h. Initiate official acts as necessary and proper to promote the general welfare of the student body.
  - i. Appoint an executives chairman if both offices of the president and vice president become vacant.
- Section 4. A two-thirds majority of members present is required to pass all legislative acts. Three-fourths of the Legislative members shall constitute a quorum.

## ARTICLE VI: STANDING COMMITTEES

- Section 1. All Standing Committees shall contain not fewer than three members selected by the Senator. Immediately upon its appointment, each standing committee shall hold a meeting for the purpose of selecting a faculty advisor. Members of all standing committees (at minimum membership) must be selected not later than thirty days following the election of officials of the Senate.
- Section 2: The standing committes and their duties shall be:
- a. *Student Services Committee*. It shall be the duty of this committee to plan, arrange, and supervise all Student Association assemblies and activities.
  - b. *Elections Committee*. The Elections Committee shall have charge of all Student Association elections. It shall be the duty of the Elections Committee to designate voting places and provide the necessary election materials. The Elections Committee shall count the ballots and announce the winners' names within one day.

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Each candidates shall have the privilege of sending one representative to witness the counting of ballots. Further regulations for the conduct of elections may be made by the Elections Committee with the advice and consent of the Senate.

- c. *Finance Committee.* The Financial Committee shall aid the treasurer in the preparation of the annual budget for presentation to the Senate. The Committee shall also lend assistance to the Treasurer in any manner which the Senate deems advisable. The Finance Committee shall compile a full and complete report of all financial receipts and expenditures to be published at the end of each school quarter.
- d. *Publicity Committee.* The Publicity Committee shall release all necessary publicity pertaining to Student Association activities.
- e. *Orientation Committee.* The Orientation Committee shall be appointed to the spring quarter by the Student Association President in consultation with the Dean of Students. This Committee shall consist of seven members representing rising upperclassmen. Co-chairmen are appointed by the Student President, one from the men and one from the women. The Dean of Students shall appoint an advisory representative. The Orientation Committee formulates ways and means for effective orientation of students.

## ARTICLE VII: PROCEDURE OF ELECTION

- Section 1. Eligible students may become candidates for office by filing in writing to the Chairman of the Elections Committee. Prior to the nominee being accepted as a candidate of office, the Elections Committee shall obtain from the Student Personnel Director certification of academic eligibility.
- Section 2. Nomination shall be posted on the Student Bulletin board at least one week prior to the date of the election.
- Section 3. For each election, a polling place, time, and date shall be agreed upon the Elections Committee and shall be announced not later than one week prior to the date of election.
- Section 4. The Elections Committee shall hold at the polls an alphabetical list of eligible voters. The name of each voter shall be checked as he receives his ballot. It shall not be necessary for the ballots to be signed. No ballot shall be numbered. Voting is by secret ballot.
- Section 5. No one shall assist or advise the voter in filling out the ballot except the election managers, who may explain the rules of the election only.
- Section 6. The Elections Committee shall be custodians of the ballot box.
- Section 7. The candidate receiving the simple majority of votes cast shall be named the winner of the elections. In the event of a tie vote, the Elections Committee shall conduct another election for the office.
- Section 8. The newly elected Student Association officers shall take office immediately following elections.



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## **ARTICLE VIII: PUBLICATIONS**

- Section 1. The Student Association Publications may include:
- a. The YEARBOOK
  - b. The STUDENT HANDBOOK
- Section 2. The editor and business manager of the handbook shall be appointed by the president of the Student Association with the consent of the Legislative Council.
- Section 3. The Student Handbook shall be published each summer quarter.
- Section 4. The editors shall be responsible for their respective publication under the supervision of a faculty advisor.

## **ARTICLE IX: IMPEACHMENTS**

- Section 1. Any legislative or executive officer may be removed from office by a majority of the following impeachment proceedings.
- Section 2. Ground for impeachment shall be any demeanor unbecoming a student of this institution, malfeasance of duty and responsibility, or failure to comply with any part of this constitution or its by-laws.
- Section 3. Any member of the Student Association may initiate impeachment proceedings by filing a petition of his grievances signed by twenty percent (20%) of the student body with the Senate.
- Section 4. An individual may not be tried for impeachment twice on the same charge.

## **ARTICLE X: RELATION TO ADMINISTRATION**

- Section 1. Having a desire to bring about and maintain effective communication between the Anson Community College Student Association and the Administration, it is hereby provided that the offices of the Anson Community College Student Association meet with the Administration or its representative a minimum of once each quarter or as directed by the College President.
- Section 2. It is hereby recognized that the authority vested in the action taken by the Anson Community College Student Association and its executive and legislative branches must be approved by the Board of Trustees of Anson Community College or its duly authorized administrative agent.

## **ARTICLE XI: AMENDMENTS**

- Section 1. Amendments to the Constitution may be proposed by twenty percent (20%) of the total membership of the Student Association or by faculty or administrative suggestion.
- Section 2. The proposed constitutional amendment must be announced to the Student Government at least two (2) weeks prior to the referendum election which shall be held not later than three (3) weeks after the

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petition has been approved by the legislative Senate. Two-thirds of the votes cast in the referendum must be in the affirmative for the ratified amendment to become part of this constitution.

## **ARTICLE XII: RATIFICATION**

- Section 1. This constitution will take effect immediately upon ratification.
- Section 2. Ratification will be accomplished by:
- a. A simple majority vote for the study body voting at a special campus election.
  - b. Any full-time or part-time student (paying student activity fee enrolled and in good standing at Anson Community College.





LEARNING  
RESOURCES  
CENTER

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## **LEARNING RESOURCES CENTER**

The Learning Resources Center is a vital part of the college and supports the philosophy and mission of the institution by providing services relevant to its purposes. The four service areas of the Learning Resources Center are the library, audiovisual support, telecommunications, and the learning laboratory.

### **Library Services**

The library is located in the Martin Learning Resources Center. There are approximately 21,000 books and 250 periodicals which support the educational programs of the institution. Although the library collection is not community-oriented, the library is open to anyone who wishes to use it. In-house use of materials is unrestricted. A patron must be at least eighteen years of age or a student at Anson Community College to check out material for home use. Students who are sixteen and seventeen years old may check out materials with parental approval.

The library participates in the interlibrary loan program to provide books, 16mm films, and videotapes. All circulating materials belonging to participating institutions in the state are available to the library patron.

### **Audiovisual Support Services**

To support and enhance the educational programs of the institution and to complement the learning styles of the users, over 1600 audiovisual items are available. This collection includes microforms, filmstrips, disc recordings, slides, videotapes, cassettes, and computer software. The equipment needed to show or view these various media is available at each campus.

### **Telecommunications**

The Learning Resources Center offers two telecommunications services. For students and the general public, the center has teleconferences. Using a satellite linkage, live and videotaped conferences are offered from remote locations. The conferences usually last one day or less.

Also available are college credit courses on television. Anson Community College, in cooperation with the North Carolina Center for Public Television, offers semester courses (13 to 15 weeks). Weekly, the student views the course program in his home. An ACC instructor is assigned to the course. The student meets with the instructor two or three times during the semester, sends in the assignments, and comes to the campus to take tests.

### **Learning Laboratory**

The learning laboratory offers education in self-instructional sequential steps which move gradually from basic and easily learned knowledge to the more difficult.



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A variety of programs provide a number of services: there is a place for the already prepared students who strive for personal enhancement, the underprepared students who want to strengthen their academic skills, and those students who wish to complete their high school education.

The learning lab is open to adults for Adult Basic Education (A.B.E.) study, to adults who wish to study for the GED (a high school equivalency test), and to college students who need to strengthen skills in a wide variety of areas. Learning laboratory personnel are available to help each student find his present level of learning before placing him in an individualized program for self-instruction. Adults may prepare for the high school examination, improve skills used on the job, or student subjects of personal advancement. High school graduates can find review and refresher programs designed to make the transition to college and technical level work easier.

### **GED TESTING**

An adult who did not complete his high school education may take the General Educational Development test to demonstrate general educational competency. After successfully completing the GED, a diploma is awarded by the State Board of Community Colleges. This GED diploma is recognized and generally accepted as equivalent to a high school diploma.

Persons who are not high school graduates may apply to take the GED if they are 18 years of age and are residents of the state.

Anson Community College is an official GED Testing Center. Persons wishing to study for or take the GED may attend the learning lab. An appointment must be made to test. A \$7.50 testing fee and positive identification are required of all first time examinees.







# COOPERATIVE EDUCATION

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## COOPERATIVE EDUCATION PROGRAM

The Cooperative Education Program (Co-op) gives students the opportunity to gain on-the-job experience while earning their degrees.

All technical programs and many diploma programs have a Cooperative Education option. Depending on the program, students may work from one to four quarters in part-time jobs with employers selected and/or approved by Anson Community College. Students earn academic credit for their Co-op job. A faculty Co-op Coordinator visits the job site and students receive on-the-job supervision by his or her employer.

### Eligibility

Any full-time student who has been enrolled for at least one quarter whose program includes Cooperative Education may apply for placement. They must meet the following requirements:

1. Have a recommendation from the faculty Co-op Coordinator
2. Be in good academic standing (2.0 GPA)
3. Be employable
4. Submit an up-to-date resume to the Director of Cooperative Education and have the Director's approval

### Application Procedure

To apply, interested students should obtain a Co-op application from their Department Chairman and schedule an appointment to discuss the completed form with the Director of Cooperative Education and/or the faculty Co-op Coordinator. Students are selected for Co-op based on the information obtained from their application, college transcripts, and an interview regarding career goals.

Upon acceptance to the program, the Director of Cooperative Education and/or the faculty Co-op Coordinator will be responsible for locating and/or approving an appropriate Co-op assignment.



# CAREER PROGRAMS



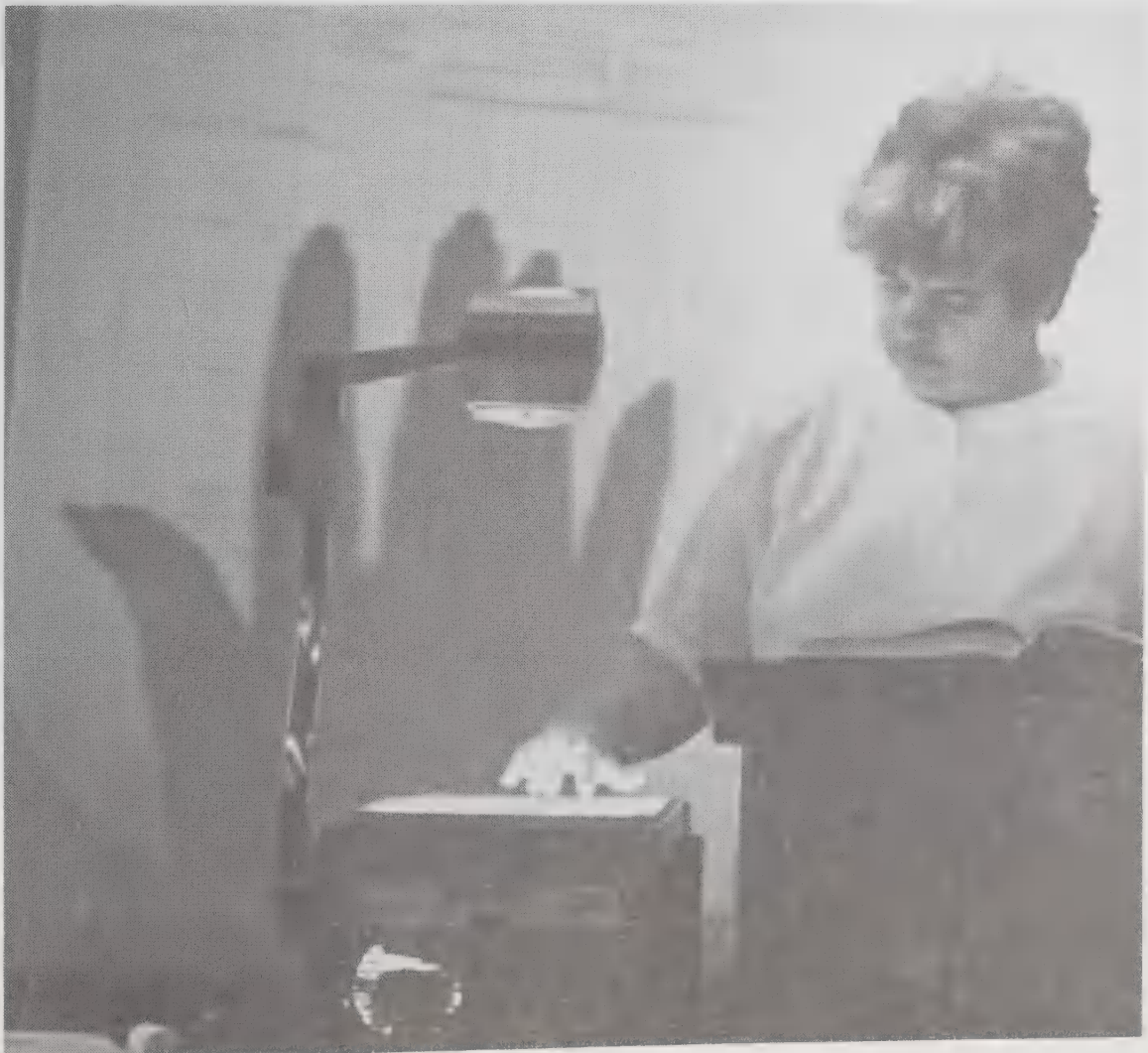


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## ASSOCIATE IN APPLIED SCIENCE DEGREE

Accounting  
Air Conditioning, Heating and Refrigeration Technology  
Banking and Finance  
Business Administration  
Business Computer Programming  
General Education  
Industrial Electrical/Electronics Technician  
Marketing and Retailing  
Mechanical Drafting and Design Technology  
Photography Technology  
Secretarial  
    Administrative Office Technology  
    General Office  
    Legal  
    Medical Office Technology  
Social Service Associate  
Teacher Associate

Students successfully completing the required hours in these curriculums are awarded an Associate in Applied Science or an Associate in General Education Degree.



The purpose of the Accounting curriculum is to prepare the individual to enter the accounting profession through study of accounting principles, theories and practices with related study in law, finance, management and data processing operations.

The curriculum is designed to prepare the individual for entry-level accounting positions, such as junior accountant, bookkeeper, accounting clerk, cost clerk, payroll clerk and related data processing occupations.

With experience and additional education, the individual will be able to advance to positions such as systems accountant, cost accountant, budget accountant and property accountant.

### **JOB OPPORTUNITIES**

#### **Entry Level**

Accountant  
Estimator  
Bookkeeper I  
Bookkeeping-Machine Operator I  
Accounting Clerk

#### **Advanced Level**

Budget Accountant  
Cost Accountant  
Property Accountant  
Systems Accountant  
Bookkeeper II  
Bookkeeping-Machine Operator II





## ACCOUNTING

### DEGREE PLAN

		Credit Hours	Contact Hours
<i>Technical Courses</i>			
BUS 100	Business Mathematics	3	4
BUS 102	Basic Typewriting	4	5
BUS 115	Business Law	3	3
BUS 116	Business Law	3	3
BUS 120	Accounting Principles I	5	5
BUS 121	Accounting Principles II	5	5
BUS 122	Accounting Principles III	5	5
BUS 123	Business Finance	3	3
BUS 124	Business Finance	3	3
BUS 220	Payroll Accounting	3	3
BUS 222	Intermediate Accounting I	5	5
BUS 223	Intermediate Accounting II	5	5
BUS 225	Cost Accounting	5	5
BUS 229	Income Taxes	5	5
BUS 231	Auditing	5	5
BUS 235	Business Management	3	3
BUS 275	Spreadsheet Applications	3	4
BUS 278	Computerized Accounting	3	4
ECO 102	Economics I	3	3
ECO 104	Economics II	3	3
EDP 102	Microcomputer Operations	2	3
EDP 104	Introduction to Data Processing	4	5

### *General Education Courses*

ENG 101	Grammar	3	3
ENG 102	Composition	3	3
ENG 200	Introduction to Literature	3	3
ENG 203	Communications	3	3
ENG 204	Oral Communications	3	3
MAT 104	Real Number Systems	3	3
PSY 103	Principles of Psychology	3	3
RDC 101	College Reading (See Note)	2	3

### *Electives*

Select a minimum of seven (7) credit hours from the courses listed in the Course Descriptions section. Courses must be approved by program advisor and the Department Chairman.

### *Cooperative Education Courses*

Students may take up to 6 credit hours of Cooperative Education courses. For more information, contact the Director of Cooperative Education.

TOTAL CREDIT HOURS	113
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NOTE: The student is required to take prerequisite RDC 091 before RDC 101.

# **AIR CONDITIONING, HEATING, & REFRIGERATION TECHNOLOGY (T-036)**

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The Air Conditioning, Heating, and Refrigeration Technology curriculum develops an understanding of the principles involved in designing, planning, installing, operating, troubleshooting and organizing maintenance of climate control equipment and systems. Graduates of the Air Conditioning, Heating, and Refrigeration Technology curriculum should be able to assist in planning installations, designing systems, and organizing maintenance and work scheduling. In addition, they should be able to assist in installing, servicing, and operating environmental control systems in residential and commercial establishments. Job opportunities exist with companies that specialize in residential, commercial and industrial air conditioning, heating, and refrigeration systems, design, installation and service. The graduate should be able to assist in designing mechanical equipment, ductwork, and electrical controls required in residential and commercial projects. With experience the graduate should be able to design various air conditioning, heating and refrigeration systems and function efficiently in working with systems designers, engineers, mechanics, sales engineers and others in the field. The technician may be employed in areas of systems design, engineering assistance, estimating, sales, maintenance scheduling installation and service management in the growing field of air conditioning, heating and cooling.

## **JOB OPPORTUNITIES**

Environmental Control System  
Installer-Servicer  
Refrigeration Technician  
Air Conditioning and Heating Technician  
H.V.A.C. Engineering Assistant  
H.V.A.C. Sales Technician





## AIR CONDITIONING, HEATING AND REFRIGERATION TECHNOLOGY

### DEGREE PLAN

Credit  
Hours

Contact  
Hours

### *Technical Courses*

AHR 1215	Fundamentals of Heating	4	8
AHR 1220	Refrigeration Electrical Systems	4	8
AHR 1221	Refrigeration Systems	6	12
AHR 1222	Dom/Com Refrigeration Installation & Serving	6	12
AHR 1223	Air Conditioning Systems	6	12
AHR 1224	Air Conditioning & Refrigeration Troubleshooting	6	12
AHR 1225	Duct Design & Installation	4	8
AHR 1226	All Year Comfort Systems	4	8
AHR 1228	Automatic Controls	4	8
AHR 1230	Forced Air Heating Systems	2	4
AHR 2211	Heating Systems	5	9
AHR 2212	Residential & Commercial A/C Systems	6	8
AHR 2213	All Weather Systems - Heat Pumps	5	9
AHR 2214	Residential & Commercial Air Distribution	5	9
AHR 2215	Hydronic Heating Systems	3	5
AHR 2217	Job Planning & Estimating	4	8
BUS 236	Small Business Management	3	3
DFT 101	Technical Drafting	3	5
EDP 102	Microcomputer Operations	2	3
PHY 100	Physics: Properties of Matter	4	5
PHY 102	Physics: Work, Energy, Power	3	4
PHY 103	Physics: Electricity	4	5
WLD 1103	Refrigeration Welding	2	4

### *General Education Courses*

ENG 101	Grammar	3	3
ENG 102	Composition	3	3
ENG 200	Introduction to Literature	3	3
ENG 203	Communications	3	3
ENG 204	Oral Communications	3	3
MAT 104	Real Number Systems	3	3
PSY 103	Principles of Psychology	3	3
RDG 101	College Reading (See Note)	2	3

### *Cooperative Education Courses*

Students may take up to 6 credit hours of Cooperative Education courses. For more information, contact the Director of Cooperative Education.

TOTAL CREDIT HOURS

118

NOTE: The student is required to take prerequisite RDG 091 before RDG 101.

## ***BANKING & FINANCE (T-112)***

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The purposes of the Banking and Finance curriculum are to prepare the individual to enter the banking and finance industries, to provide an educational program for the banking employees who want to receive the American Institute of Banking certificate, and to provide an educational program to upgrade or retrain individuals presently employed in the banking or finance industry.

These purposes will be fulfilled through study in areas such as banking and finance principles, theories and practices; teller operations; lending and collections procedures; financial analysis; marketing and public relations.

The curriculum will provide the opportunity for an individual to enter a variety of banking or finance jobs in retail banks, commercial banks, government lending agencies, mortgage banks and credit companies.

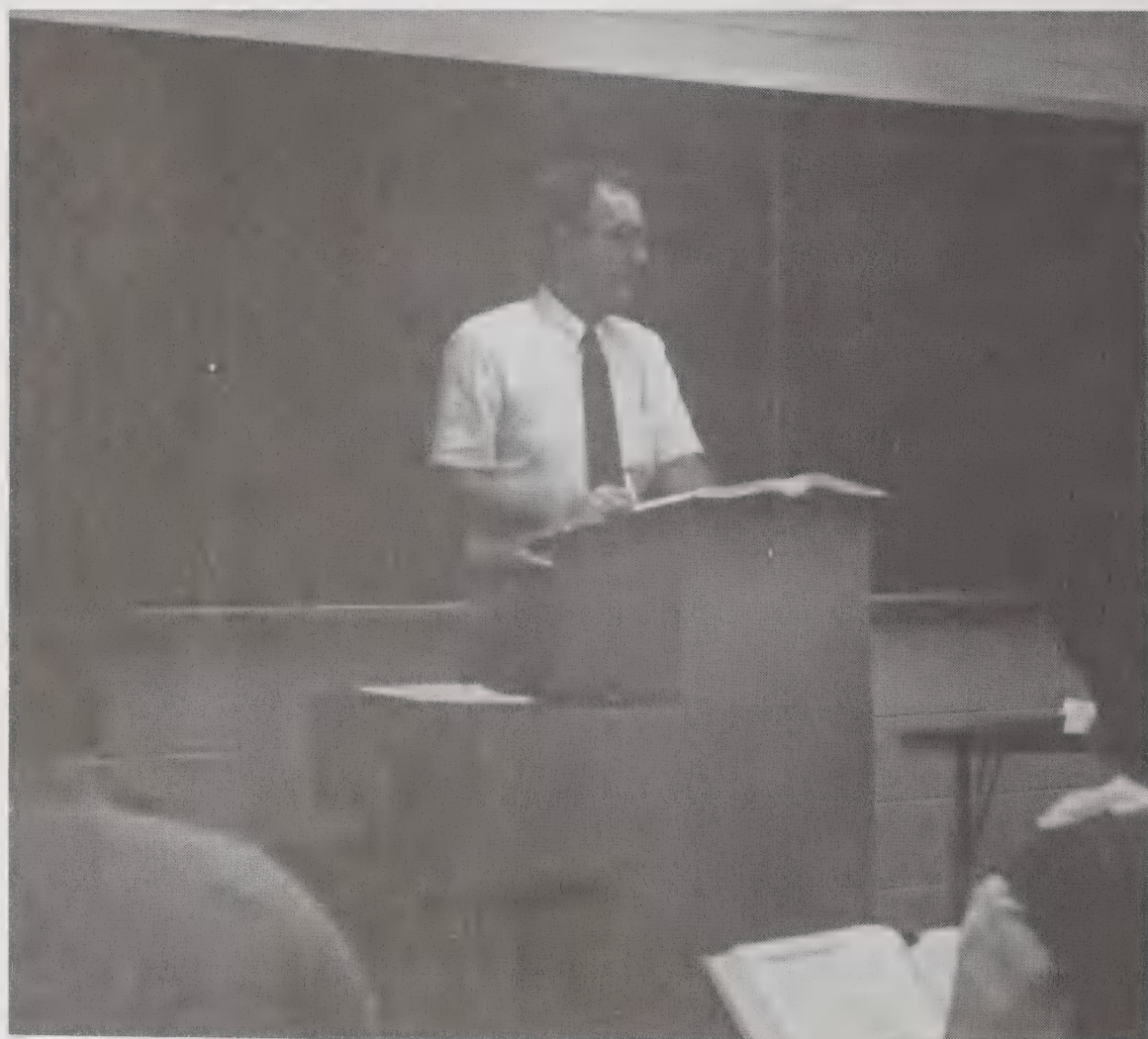
### **JOB OPPORTUNITIES**

#### **Entry Level**

Accounting Clerk  
Teller  
General Clerk  
Collection and Adjuster

#### **Advanced Level**

Branch Manager  
Departmental Manager, Advertising  
Departmental Manager, Budget  
Departmental Manager, Personnel and Training  
Banking Staff Assistant





## BANKING & FINANCE

### DEGREE PLAN

		Credit Hours	Contact Hours
<i>Technical Courses</i>			
AIB 200	Principles of Banking	4	4
AIB 205	Consumer Lending	4	4
AIB 210	Law and Banking: Principles	4	4
AIB 215	Law and Banking: Application	4	4
AIB 220	Money and Banking	4	4
AIB 225	Introduction to Commercial Lending	3	3
AIB 230	Fundamentals of Banks Data Processing	4	4
AIB 245	Financial Planning for Bankers	4	4
AIB 250	Analyzing Financial Statements	3	3
AIB 255	Accounting I	5	5
AIB 256	Accounting II	5	5
AIB 265	The Trust Business	4	4
AIB 270	Bank Management	4	4
AIB 295	Bank Investments	3	3
BUS 100	Business Mathematics	3	4
BUS 123	Business Finance	3	3
BUS 124	Business Finance	3	3
BUS 232	Sales Development	3	3
BUS 233	Personnel Management	3	3
BUS 234	Personnel Problems	3	3
BUS 275	Spreadsheet Applications	3	4
ECO 102	Economics I	3	3
ECO 104	Economics II	3	3
ECO 108	Consumer Economics I	3	3
EDP 102	Microcomputer Operations	2	3
<i>General Education Courses</i>			
ENG 101	Grammar	3	3
ENG 102	Composition	3	3
ENG 200	Introduction to Literature	3	3
ENG 203	Communications	3	3
ENG 204	Oral Communications	3	3
MAT 104	Real Number Systems	3	3
PSY 103	Principles of Psychology	3	3
RDG 101	College Reading (See Note)	2	3

### *Electives*

Select a minimum of five (5) credit hours from the courses listed in the Course Descriptions section. Courses must be approved by program advisor and the Department Chairman.

### *Cooperative Education Courses*

Student may take up to 6 credit hours of Cooperative Education courses. For more information, contact the Director of Cooperative Education.

TOTAL CREDIT HOURS

115

NOTE: The student is required to take prerequisite RDG 091 before RDG 101.

The Business Administration curriculum is designed to prepare an individual for entry into middle-management occupations in various businesses and industries. The curriculum provides an overview of the business and industrial world, its organization and management.

The purpose of the curriculum will be fulfilled through courses designed to develop competency in: (1) understanding the principles of organization and management in business operations, (2) utilizing modern techniques to make decisions, (3) understanding the economy through study and analysis of the role of production and marketing, (4) communicating orally and in writing and (5) interpersonal relationships.

Through these skills and through development of personal competencies and qualities, the individual will be able to function effectively in middle-management activities in business or industry.

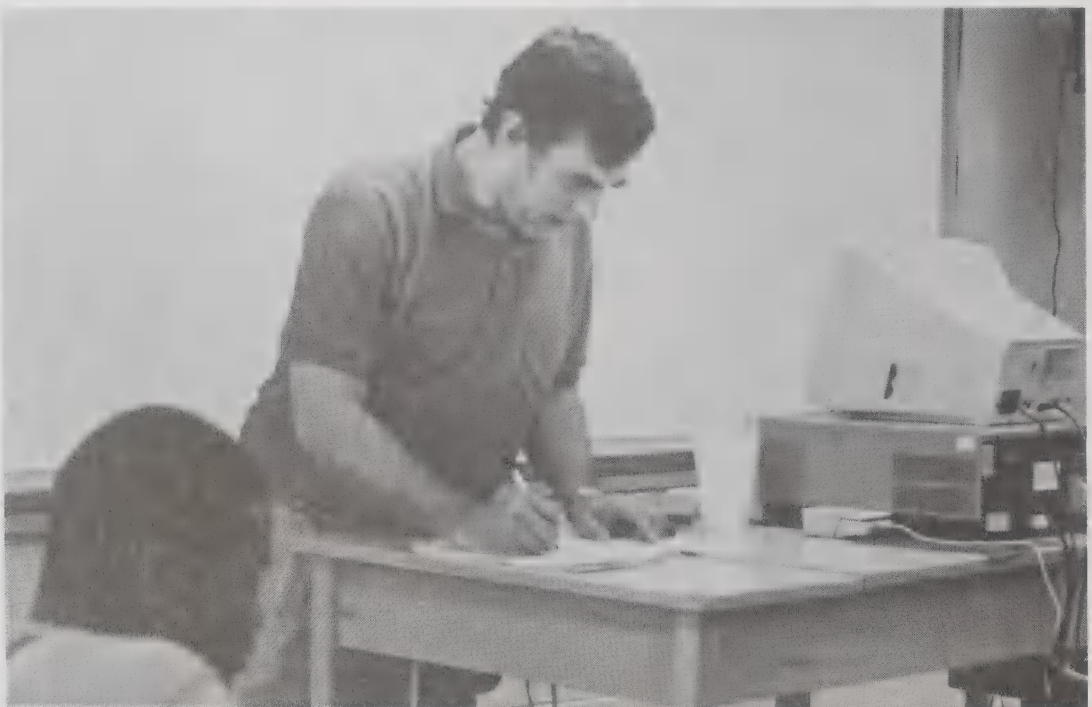
### **JOB OPPORTUNITIES**

#### **Entry Level**

Purchasing Agent  
Sales Manager  
Public-Relations Representative  
Sales-Service Promoter  
Training Representative  
General Supervisor  
Credit Card Operations Manager  
Operations Officer  
Loan Officer  
Volunteer Services Supervisor  
Customer Services Manager  
Residence Supervisor

#### **Advanced Level**

Personnel Manager  
Credit & Collection Manager  
Customer Service Manager  
Branch Manager  
Production Superintendent  
Traffic Manager  
Credit Union Manager  
Housing Project Manager  
Market Manager  
Loan Counselor  
Office Manager  
Department Manager  
Warehouse Manager





## BUSINESS ADMINISTRATION

### DEGREE PLAN

		Credit Hours	Contact Hours
<i>Technical Courses</i>			
BUS 100	Business Mathematics	3	4
BUS 101	Introduction to Business	3	3
BUS 102	Basic Typewriting	4	5
BUS 115	Business Law	3	3
BUS 116	Business Law	3	3
BUS 120	Accounting Principles I	5	5
BUS 121	Accounting Principles II	5	5
BUS 122	Accounting Principles III	5	5
BUS 123	Business Finance	3	3
BUS 124	Business Finance	3	3
BUS 232	Sales Development	3	3
BUS 233	Personnel Management	3	3
BUS 234	Personnel Problems	3	3
BUS 235	Business Management	3	3
BUS 236	Small Business Management	3	3
BUS 237	Small Business Management Problems	3	3
BUS 239	Marketing	3	3
BUS 243	Advertising	3	3
BUS 247	Business Insurance	3	3
BUS 248	Business Insurance	3	3
BUS 272	Principles of Supervision	3	3
BUS 275	Spreadsheet Applications	3	4
ECO 102	Economics I	3	3
ECO 104	Economics II	3	3
EDP 102	Microcomputer Operations	2	3
EDP 104	Introduction to Data Processing	4	5

### *General Education Courses*

ENG 101	Grammar	3	3
ENG 102	Composition	3	3
ENG 200	Introduction to Literature	3	3
ENG 203	Communications	3	3
ENG 204	Oral Communications	3	3
MAT 104	Real Number Systems	3	3
PSY 103	Principles of Psychology	3	3
RDG 101	College Reading (See Note)	2	3

### *Electives*

Select a minimum of five (5) credit hours from the courses listed in the Course Descriptions section. Courses must be approved by program advisor and the Department Chairman.

### *Cooperative Education Courses*

Students may take up to 6 credit hours of Cooperative Education courses. For more information, contact the Director of Cooperative Education.

TOTAL CREDIT HOURS	113
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NOTE: The student is required to take prerequisite RDG 091 before RDG 101.

## ***BUSINESS COMPUTER PROGRAMMING (T-022)***

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The primary objective of the Business Computer Programming curriculum is to prepare individuals for gainful employment as computer programmers. The objective is fulfilled through study and application in areas such as computer and systems theories and concepts, data processing techniques, business operations, logic, flow charting, programming procedures and languages and types, uses and operation of equipment.

Entry-level jobs as computer programmer and computer programmer trainee are available. With experience and additional education, the individual may enter jobs such as data processing manager, computer programmer manager, systems analyst and systems manager.

### **JOB OPPORTUNITIES**

#### **Entry Level**

Computer Programmer  
Computer Programmer Trainee  
Information Systems Programmer  
Process Control Programmer  
Detail Programmer

#### **Advanced Levels**

Data Processing Manager  
Supervisor  
Computer Operations Manager/  
Supervisor  
Chief Business Programmer  
Data Processing Programmer/Analyst



## BUSINESS COMPUTER PROGRAMMING

### DEGREE PLAN

		Credit Hours	Contact Hours
<i>Technical Courses</i>			
#BUS 100	Business Mathematics	3	4
#BUS 102	Basic Typewriting	4	5
#BUS 115	Business Law	3	3
#BUS 120	Accounting Principles I	5	5
#BUS 121	Accounting Principles II	5	5
BUS 123	Business Finance	3	3
BUS 239	Marketing	3	3
BUS 275	Spreadsheet Applications	3	4
BUS 276	Database Applications	3	4
#ECO 102	Economics I	3	3
#ECO 104	Economics II	3	3
#EDP 102	Microcomputer Operations	2	3
#EDP 104	Introduction to Data Processing	4	5
#EDP 107	Computer Programming Logic and Techniques	3	4
EDP 109	BASIC Language Programming I	4	5
EDP 110	BASIC Language Programming II	4	5
#EDP 111	COBOL I	4	5
#EDP 112	COBOL II	4	5
#EDP 131	File and Data Base Operations	3	3
#EDP 160	Computer Operations I	3	4
#EDP 207	RPG II Language Programming I	4	5
EDP 208	RPG II Language Programming II	4	5
#EDP 214	Computer Systems I	3	4
#EDP 216	Data Processing Applications	3	5
<i>General Education Courses</i>			
#ENG 101	Grammar	3	3
ENG 102	Composition	3	3
ENG 200	Introduction to Literature	3	3
ENG 203	Communications	3	3
#ENG 204	Oral Communications	3	3
#MAT 104	Real Number Systems	3	3
PSY 103	Principles of Psychology	3	3
RDG 101	College Reading (See Note)	2	3

### *Electives*

Select a minimum of six (6) credit hours from the courses listed in the Course Description section. Courses must be approved by program advisor and Department Chairman.

### *Cooperative Education Courses*

Student may take up to 6 credit hours of Cooperative Education courses. For more information, contact the Director of Cooperative Education.

TOTAL CREDIT HOURS

112

#Students successfully completing all courses marked with “#” may be awarded a Business Computer Programming diploma.

NOTE: The student is required to take prerequisite RDG 091 before RDG 101.



# GENERAL EDUCATION DEGREE (G-020)

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Students have several available options under the General Education Program.

One option is the major in General Education, designed for students as a course of study parallel to the first two years of Baccalaureate degree. After completing 96 hours, the student can transfer to a four year college or university to complete his or her Bachelor's Degree.

To major in General Education, the student must complete the minimum requirements in mathematics, science, social science, English, and history. Then he or she can select the remaining number of hours needed to equal 96 from the other General Education courses.

Anson Community College has direct transfer agreements with the following institutions of higher education in North Carolina:

Bennett College  
Campbell University  
Fayetteville State University  
Gardner Webb College  
Greensboro College  
Livingstone College  
Methodist College  
North Carolina A & T State University  
North Carolina Central University  
North Carolina Wesleyan College  
Pembroke State University  
Pfeiffer College  
Shaw University  
Warren Wilson College  
Wingate College  
Winston-Salem State University

Another option is to complete 48 hours from the General Education offerings along with an additional 48 hours from either General Education offerings or any other Associate Degree Program offered by ACC.

## MAJOR IN GENERAL EDUCATION

			LEC.	LAB	CR.
<b>I. MATHEMATICS: Minimum 10 credit hours required</b>					
MAT	105	Introduction to College Mathematics	5	0	5
MAT	106	Introductory Algebra	5	0	5
MAT	107	College Algebra	5	0	5
MAT	108	College Trigonometry	5	0	5
MAT	109	Precalculus	5	0	5

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**II. SCIENCE: Minimum 10 credit hours required**

PHY	101	Basic Physical Science	5	2	6
BIO	101	General Biology I	5	2	6
BIO	102	General Biology II	5	2	6
GEO	201	Principles of Geography	5	0	5
GEO	205	World Geography	5	0	5

**III. HUMANITIES AND FOREIGN LANGUAGE**

ART	205	History and Appreciation of Art	5	0	5
MUS	101	Chorus	0	3	1
MUS	230	Introduction to the Appreciation of Music	5	0	5
REL	201	Survey of the Old Testament	5	0	5
REL	202	New Testament	5	0	5
SPA	101	Beginning Spanish	5	0	5
SPA	102	Intermediate Spanish	5	0	5

**IV. SOCIAL SCIENCE: Minimum 5 credit hours required**

ANT	102	Cultural Anthropology	5	0	5
ECO	201	Principles of Economics I	5	0	5
ECO	202	Principles of Economics II	5	0	5
POL	202	American National Government	5	0	5
PSY	101	Introductory Psychology	5	0	5
PSY	102	Developmental Psychology	5	0	5
SOC	201	Introduction to Sociology	5	0	5

**V. HEALTH AND PHYSICAL EDUCATION**

PED	101	General Physical Education	2	0	2
PED	215	Individual Sports	2	0	2
HEA	101	Personal Health and Hygiene	3	0	3
BIO	301	Multimedia First Aid and CPR	0	2	1

**VI. ENGLISH-LITERATURE: Minimum 10 credit hours required**

ENG	105	Composition I	5	0	5
ENG	106	Composition II	5	0	5
ENG	205	World Literature I	5	0	5
ENG	207	Major American Authors	5	0	5
SPE	101	Speech Fundamentals	5	0	5
*RDG	101	College Reading	1	2	2

**VII. HISTORY: Minimum 10 credit hours required**

HIS	205	World Civilization I	5	0	5
HIS	206	World Civilization II	5	0	5
HIS	207	American History I	5	0	5
HIS	208	American History II	5	0	5

TOTAL CREDIT HOURS REQUIRED

96

\*The student is required to take prerequisite developmental RDG 091 before RDG 101. RDG 101 is required for graduation.

# **INDUSTRIAL ELECTRICAL/ELECTRONICS TECHNICIAN (T-212)**

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This curriculum is designed to train technicians for jobs in industry requiring knowledge of electrical and electronic installation, repair, maintenance, and service. Courses are designed to develop technicians competent in the practical applications of electrical/electronic theory and procedures for industrial machines and controls. Students learn code requirements, to read blueprints and schematics, to determine repair procedures, and to make necessary repairs and/or adjustments.

The graduate of this curriculum is prepared to maintain and service industrial electrical/electronic equipment found in most industrial plants.

## **JOB OPPORTUNITIES**

### **Entry Level**

Electrical/Electronics Maintenance Mechanic  
Electromechanical Assembler  
Electronics Utility Worker  
Electronics Mechanic





## INDUSTRIAL ELECTRICAL/ELECTRONICS TECHNICIAN

### CAREER PLAN

Credit  
Hours      Contact  
Hours

### *Technical Courses*

ELC 114	AC/DC Theory, Circuits, Machines	14	1
ELC 115	Machine Control Systems	7	1
ELC 225	Industrial Wiring	11	6
ELN 119	Industrial Electronic Fundamentals	6	12
ELN 221	Digital Fundamentals	8	11
ELN 222	Troubleshooting Procedures/Practices	3	5
ELN 223	Digital Control Systems	8	1
ELN 224	Microprocessors	10	1
*ELN 230	Student Project	2	4
DFT 101	Technical Drafting	3	4
EDP 102	Microcomputer Operations	2	3
EDP 214	Computer Systems I	3	4
ISC 102	Industrial Safety	3	3
MAT 101	Technical Mathematics I	5	5
MAT 103	Technical Mathematics II	5	5
PHY 103	Electricity	4	5

### *General Education Courses*

ENG 101	Grammar	3	3
ENG 102	Composition	3	3
ENG 203	Oral Communication	3	3
PSY 206	Applied Psychology	3	3
RDG 101	College Reading (See Note)	2	3
Electives		6	6

TOTAL CREDIT HOURS

115

Note: The student is required to take prerequisite RDG 091 before RDG 101.

## ***MARKETING AND RETAILING (T-020)***

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The Marketing and Retailing curriculum is designed to prepare the individual for entry into middle-management positions in various marketing and retailing businesses and industries. This purpose will be fulfilled through study and application in areas such as marketing and merchandising techniques, management, selling, advertising, retailing and credit and collection procedures.

Through knowledge and skills the individual will be able to perform marketing and distribution activities and through the development of personal competencies and qualities will be provided the opportunity to enter an array of marketing and distribution jobs.

### **JOB OPPORTUNITIES**

#### **Entry Level**

Display Person  
General Salesperson  
Assistant Buyer  
Junior Executive  
Trainee Manager

#### **Advanced Level**

Advertising Manager  
Display Manager  
Store Manager I  
Buyer I  
Department Manager  
Merchandise Manager



## MARKETING & RETAILING

### DETAIL PLAN

Credit  
Hours      Contact  
Hours

### *Technical Courses*

BUS 100	Business Mathematics	3	4
BUS 101	Introduction to Business	3	3
BUS 102	Basic Typewriting	4	5
BUS 115	Business Law	3	3
BUS 116	Business Law	3	3
BUS 120	Accounting Principles I	5	5
BUS 121	Accounting Principles	5	5
BUS 122	Accounting Principles III	5	5
BUS 123	Business Finance	3	3
BUS 124	Business Finance	3	3
BUS 232	Sales Development	3	3
BUS 233	Personnel Management	3	3
BUS 234	Personnel Problems	3	3
BUS 239	Marketing	3	3
BUS 241	Sales Promotion Management	3	3
BUS 243	Advertising	3	3
BUS 245	Retailing	3	3
BUS 247	Business Insurance	3	3
BUS 248	Business Insurance	3	3
BUS 249	Buying and Merchandising	3	3
BUS 275	Spreadsheet Applications	3	4
ECO 102	Economics I	3	3
ECO 104	Economics II	3	3
EDP 102	Microcomputer Operations	2	3
EDP 104	Introduction to Data Processing	4	5

### *General Education Course*

ENG 101	Grammar	3	3
ENG 102	Composition	3	3
ENG 200	Introduction to Literature	3	3
ENG 203	Communications	3	3
ENG 204	Oral Communications	3	3
MAT 104	Real Number Systems	3	3
PSY 103	Principles of Psychology	3	3
RDG 101	College Reading (See Note)	2	3

### *Electives*

Select a minimum of five (5) credit hours from the courses listed in the Course Descriptions section. Courses must be approved by program advisor and Department Chairman.

### *Cooperative Education Courses*

Students may take up to 6 credit hours of Cooperative Education courses. For more information, contact the Director of Cooperative Education.

TOTAL CREDIT HOURS      110

Note: The student is required to take prerequisite RDG 091 before RDG 101.

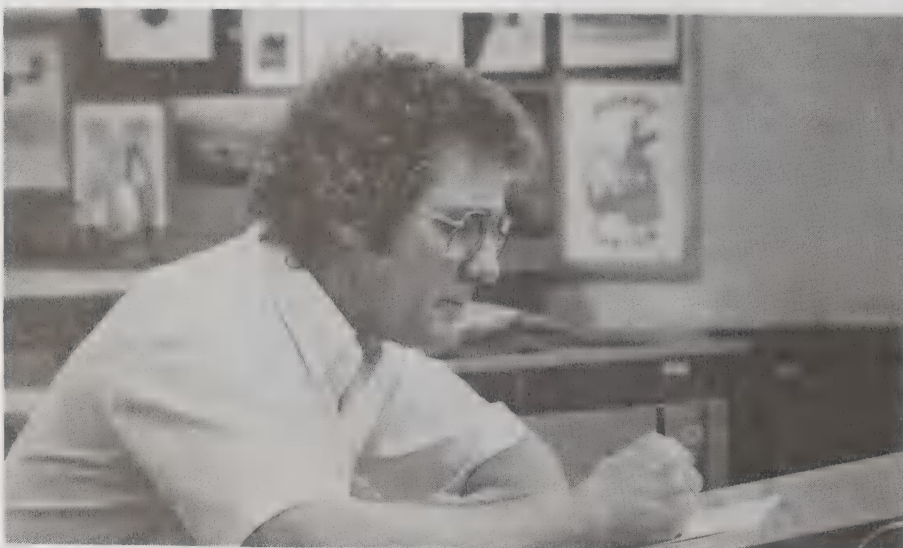


The Mechanical Drafting and Design curriculum prepares mechanical draftsmen. Emphasis is placed upon ability to think and plan, as well as upon drafting procedures and techniques used by mechanical draftsmen.

Mechanical drafting and design technicians perform many aspects of drafting, such as developing the drawing of a section, subassembly or major components. Investigating design factors and availability of materials and equipment, production methods and facilities are frequent assignments. They assist in the design of units and control from specifications by utilizing drawings of existing units and reports on functional performance. They may draw components in industrial fields based on engineers' original design concepts or specific ideas. Also, they may be assigned as coordinators for the execution of related work or other design, production, tooling, material and planning groups. Technicians with experience in this classification may often supervise the preparation of working drawings. These technicians are employed in many types of manufacturing, fabrication, research development and service industries. Substantial numbers also are employed in communications; transportation; public utilities; consulting engineering firms; and federal, state and local governments.

### **JOB OPPORTUNITIES**

Mechanical Engineering Technician  
Mechanical Technician  
Tool Design Drafter  
Mechanical Drafter  
Electromechanisms Design Drafter  
Detailer  
Casting's Drafter  
Patent Drafter  
Detail Drafter  
Mechanical Equipment Engineering Assistant  
Mechanical Design Technician  
Die Designer



## MECHANICAL DRAFTING AND DESIGN TECHNOLOGY

### DEGREE PLAN

Credit  
Hours

Contact  
Hours

### *Technical Courses*

DFT 101	Technical Drafting I	3	5
DFT 102	Technical Drafting II	3	5
DFT 104	Blueprint Reading: Mechanical	2	3
DFT 110	Technical Drawing I	5	11
DFT 120	Technical Drawing II	5	11
DFT 130	Technical Drawing III	5	11
DFT 201	Technical Drawing IV	5	11
DFT 204	Descriptive Geometry	4	6
DFT 205	Design Drafting I	5	11
DFT 206	Design Drafting II	5	11
DFT 211	Mechanisms	4	6
MEC 101	Machine Processes I	3	7
MEC 102	Machine Processes II	3	7
MEC 210	Physical Metallurgy	4	6
MEC 235	Hydraulics and Pneumatics	4	6
MEC 298	Mechanical Problem Solving	5	11
BUS 236	Small Business Management	3	3
CAT 212	Three Dimensional Perspective	3	4
EDP 102	Microcomputer Operations	2	3
MAT 101	Technical Mathematics I	5	5
MAT 108	College Trigonometry	5	5
PHY 100	Physics: Properties of Matter	4	5
PHY 102	Physics: Work, Energy, Power	3	4
PHY 103	Physics: Electricity	4	5

### *General Education Courses*

ENG 101	Grammar	3	3
ENG 102	Composition	3	3
ENG 200	Introduction to Literature	3	3
ENG 204	Oral Communications	3	3
MAT 107	College Algebra	5	5
PSY 101	Introductory Psychology	5	5
RDG 101	College Reading (See Note)	2	3

### *Cooperative Education*

With the approval of the department chairman, the student may substitute up to six (6) credit hours of cooperative education work experience for the following courses:

DFT 130, DFT 201, DFT 206, MEC 298

For more information, contact the Director of Cooperative Education.

TOTAL CREDIT HOURS

118

Note: The student is required to take prerequisite RDG 091 before RDG 101.

The Photography Technology curriculum offers comprehensive training in photographic technique and its application in a major professional area.

Special emphasis is placed on skills and knowledge in the following areas: black-and-white and color photography, studio procedures, laboratory procedures, laboratory production and quality control, lighting techniques, and business and legal aspects. Studies in design, history and aesthetics of photography, basic electronics, and electronic applications in the photography industry are incorporated into the curriculum.

Employment opportunities include positions as advertising, architectural, biological, industrial, editorial, news, portrait, catalog, product illustration, school and wedding photographer. In addition, there are opportunities in equipment sales, photographic laboratories, and the field of public relations and advertising.

### **JOB OPPORTUNITIES**

Photographer, Still  
Commercial Photographer  
Photojournalist  
Photographer, News  
Photographer, Portrait





## PHOTOGRAPHY TECHNOLOGY

### DEGREE PLAN

		Credit Hours	Contact Hours
<i>Technical Courses</i>			
PHO 116	Basic Photography	3	5
PHO 117	Optics and Accessories	4	6
PHO 118	Large Format Photography	4	6
PHO 130	Color Camera	3	5
PHO 132	Color Printing	5	8
PHO 210	Nature Photography	3	5
PHO 140	Portrait Photography	3	5
PHO 141	Group Portrait Photography	3	5
PHO 212	Commercial Product Photography	3	5
PHO 213	Commercial Machinery Photography	3	5
PHO 214	Fashion Photography	3	5
PHO 216	Architectural Photography	3	5
PHO 218	Photojournalism	5	8
PHO 220	Photo-copying	3	5
PHO 222	Special Process Photography	3	3
PHO 224	Photographic Illustration	3	4
PHO 226	Industrial Photography	2	3
PHO 250	Retouching and Oil Coloring	3	5
BUS 101	Introduction to Business	3	3
CAT 121	Design I (Black and White)	3	5
CAT 122	Design II (Color)	3	5
CAT 203	Airbrush Art	3	4
CAT 211	Copywriting	3	4
CAT 213	Portfolio	2	4
DFT 101	Technical Drafting	3	5
EDP 102	Microcomputer Operations	2	3
PRN 201	Printing Processes	3	4
PRN 220	Screen Printing Processes	3	4
<i>General Education Courses</i>			
ART 205	History and Appreciation of Art	5	5
ENG 101	Grammar	3	3
ENG 102	Composition	3	3
ENG 204	Oral Communications	3	3
MAT 104	Real Number Systems	3	3
PSY 101	Introductory Psychology	5	5
PSY 206	Applied Psychology	3	3
RDG 101	College Reading (See Note)	2	3
SOC 202	Introduction to Sociology	5	5

### *Cooperative Education Courses*

The student may take up to 6 credit hours of Cooperative Education courses. For more information, contact the Director of Cooperative Education.

TOTAL CREDIT HOURS	119
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Note: The student is required to take prerequisite RDG 091 before RDG 101.

## **SECRETARIAL — ADMINISTRATIVE OFFICE**

### **TECHNOLOGY (T-030)**

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This curriculum prepares individuals to perform secretarial and administrative support duties in a variety of offices including those offices with computerized, automated functions.

Students in this curriculum study keyboarding and word/information processing to develop skills in the preparation of business correspondence, reports, statistical copy, manuscripts and business forms. Administrative support courses emphasize typical office tasks such as scheduling appointments, composing correspondence and performing reprographic duties. Training is also provided in analyzing and coordinating office duties and systems. Skills and knowledge are taught in the areas of electronic document storage and retrieval and computer software utilization.

Graduates of the program may be employed in offices in private business establishments involved in retailing, marketing, advertising, and manufacturing as well as offices in local, state, and federal government.

#### **JOB OPPORTUNITIES**

##### **Entry Level**

Typist/Transcriber  
Corresponding Secretary  
Electronic Data Transfer Secretary  
Information Processing Specialist  
Receptionist  
Telephone Receptionist/Message Operator  
Secretary  
Word Processing Operator

##### **Advanced Level**

Administrative Assistant  
Administrative Office Manager  
Administrative Secretary  
Executive Assistant  
Office Automation Specialist  
Supervisor, Communications  
Training Coordinator  
Word Processing Supervisor/Manager



## ADMINISTRATIVE OFFICE TECHNOLOGY OPTION

### DEGREE PLAN

		Credit Hours	Contact Hours
<i>Technical Courses</i>			
BUS 100	Business Mathematics	3	4
BUS 102	Basic Typewriting	4	5
BUS 103	Intermediate Typewriting	4	5
BUS 104	Advanced Typewriting	4	5
BUS 106	Shorthand I	4	5
BUS 107	Shorthand II	4	5
BUS 108	Shorthand III	4	5
BUS 112	Records Management	3	3
BUS 115	Business Law	3	3
BUS 116	Business Law	3	3
BUS 118	Basic Secretarial Accounting	5	5
BUS 119	Advanced Secretarial Accounting	5	5
BUS 180	Secretarial English	5	5
BUS 209	Machine Transcription I	3	4
BUS 215	Office Procedures	4	5
BUS 220	Payroll Accounting	3	3
BUS 273	Word Processing Applications I	3	4
BUS 274	Word Processing Applications II	3	4
BUS 275	Spreadsheet Applications	3	4
ECO 102	Economics I	3	3
ECO 104	Economics II	3	3
EDP 102	Microcomputer Operations	2	3
EDP 104	Introduction to Data Processing	4	5

### *General Education Courses*

ENG 101	Grammar	3	3
ENG 102	Composition	3	3
ENG 200	Introduction to Literature	3	3
ENG 203	Communications	3	3
ENG 204	Oral Communications	3	3
MAT 104	Real Number Systems	3	3
PSY 103	Principles of Psychology	3	3
RDG 101	College Reading (See Note)	2	3

### *Electives*

Select a minimum of nine (9) credit hours from the courses listed in the Course Descriptions section. Courses must be approved by program advisor and the Department Chairman.

### *Cooperative Education Courses*

Students may take up to 6 credit hours of Cooperative Education courses. For more information, contact the Director of Cooperative Education.

TOTAL CREDIT HOURS	114
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NOTE: The student is required to take prerequisite RDG 091 before RDG 101.



## **SECRETARIAL – GENERAL OFFICE (T-033)**

The purposes of the General Office curriculum are to: (1) prepare the individual to enter clerical/office occupations, (2) provide an educational program for upgrading (moving from one position to another) or retraining (moving from present position to a clerical position), and (3) provide an opportunity for individuals wanting to fulfill professional or general interest needs.

These purposes will be fulfilled through skill development in the areas of typewriting, filing and business machines. Through these skills and through development of personal competencies and qualities, the individual will be able to function effectively in office-related activities.

### **JOB OPPORTUNITIES**

#### **Entry Level**

Business Machine Operator  
Data Typist  
Clerk-Typist  
Typist  
Payroll Clerk  
File Clerk I  
General Office Clerk  
Posting Clerk  
General Clerk  
Appointment Clerk  
Receptionist

#### **Advanced Level**

Transcribing Machine Operator  
Supervisor  
Duplicating Machine Operator III  
Automatic Typewriter Operator  
File Clerk II  
Billing Typist  
Accounting Clerk  
Correspondence Clerk  
Administrative Clerk  
Personnel Clerk



## GENERAL OFFICE OPTION

### DEGREE PLAN

		Credit Hours	Contact Hours
<i>Technical Courses</i>			
#BUS 100	Business Mathematics	3	4
#BUS 102	Basic Typewriting	4	5
#BUS 103	Intermediate Typewriting	4	5
#BUS 104	Advanced Typewriting	4	5
#BUS 112	Records Management	3	3
BUS 115	Business Law	3	3
#BUS 118	Basic Secretarial Accounting	5	5
#BUS 119	Advanced Secretarial Accounting	5	5
#BUS 180	Secretarial English	5	5
#BUS 209	Machine Transcription I	3	4
#BUS 210	Machine Transcription II	3	4
BUS 211	Machine Transcription III	3	4
#BUS 215	Office Procedures	4	5
#BUS 220	Payroll Accounting	3	3
BUS 238	Sales and Inventory Procedures	3	3
#BUS 273	Word Processing Applications I	3	4
#BUS 274	Word Processing Applications II	3	4
BUS 275	Spreadsheet Applications	3	4
ECO 108	Consumer Economics I	3	3
ECO 109	Consumer Economics II	3	3
#EDP 102	Microcomputer Operations	2	3
#EDP 104	Introduction to Data Processing	4	5

### *General Education Courses*

ENG 101	Grammar	3	3
#ENG 102	Composition	3	3
ENG 200	Introduction to Literature	3	3
#ENG 203	Communications	3	3
ENG 204	Oral Communications	3	3
MAT 104	Real Number Systems	3	3
PSY 103	Principles of Psychology	3	3
RDG 101	College Reading (See Note)	2	3

### *Electives*

Select a minimum of six (6) credit hours from the courses listed in the Course Descriptions section. Courses must be approved by program advisor and Department Chairman.

### *Cooperative Education Courses*

Students may take up to 5 credit hours of Cooperative Education courses. For more information, contact the Director of Cooperative Education.

TOTAL CREDIT HOURS	105
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#Students successfully completing all courses marked with “#” may be awarded a General Office diploma.

NOTE: The student is required to take prerequisite RDG 091 before RDG 101.

## ***SECRETARIAL — LEGAL (T-031)***

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The purposes of the Secretarial — Legal curriculum are to prepare the individual to enter the legal secretarial profession through work in a lawyer's office, in city, county, state or government offices, provide an educational program for individuals wanting education for upgrading (moving from one legal secretarial position to legal secretarial position); and provide an opportunity for individuals wanting to fulfill professional or general interest needs.

These purposes will be fulfilled through skill development in the areas of legal typewriting, shorthand transcription and business machines. Through these skills, the individuals will be able to perform legal, office-related activities and through the development of personal competencies and qualities will be provided the opportunity to enter the legal secretarial profession.

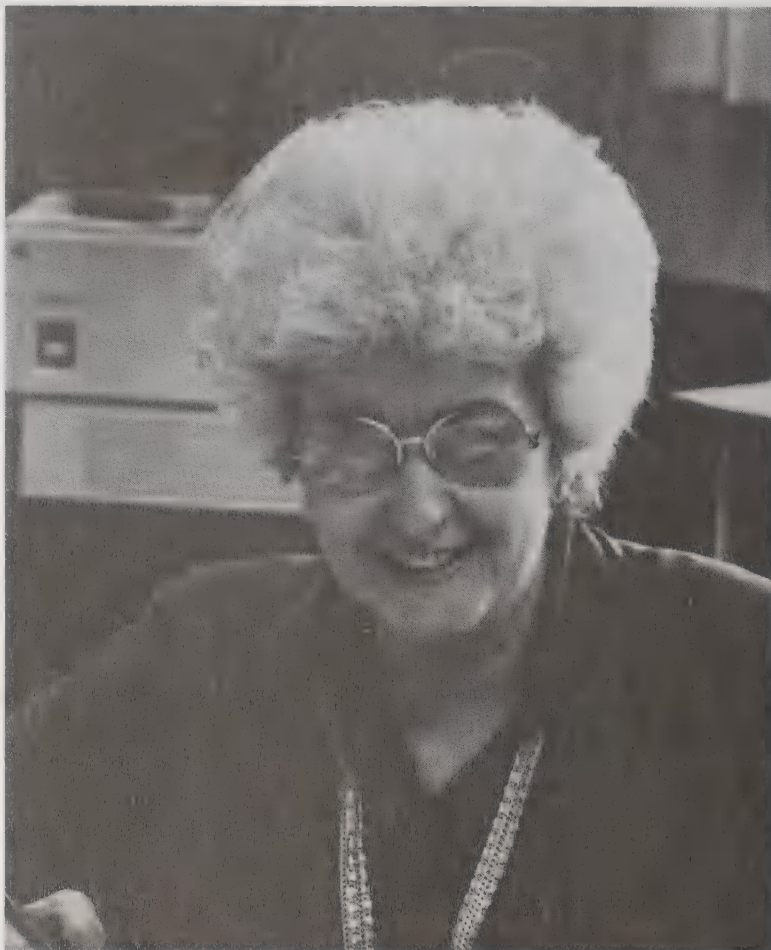
### **JOB OPPORTUNITIES**

#### **Entry Level**

Secretary  
Stenographer  
Legal Secretary  
Typist  
Office Clerk  
Word Processing Correspondence Specialist  
Word Processing Typist  
Word Processing Administrative Secretary  
Receptionist

#### **Advanced Level**

Administrative Secretary  
Transcribing Operator Supervisor  
Word Processing Supervisor





## LEGAL SECRETARY OPTION

### DEGREE PLAN

		Credit Hours	Contact Hours
<i>Technical Courses</i>			
BUS 100	Business Math	3	4
BUS 102	Basic Typewriting	4	5
BUS 103	Intermediate Typewriting	4	5
BUS 104	Advanced Typewriting	4	5
BUS 112	Records Management	3	3
BUS 115	Business Law	3	3
BUS 116	Business Law	3	3
BUS 118	Basic Secretarial Accounting	5	5
BUS 119	Advanced Secretarial Accounting	5	5
BUS 180	Secretarial English	5	5
BUS 183	Legal Terminology	3	3
BUS 184	Advanced Legal Terminology	3	3
BUS 209	Machine Transcription I	3	4
BUS 210	Machine Transcription II	3	4
BUS 211	Machine Transcription III	3	4
BUS 215	Office Procedures	4	5
BUS 220	Payroll Accounting	3	3
BUS 273	Word Processing Applications I	3	4
BUS 274	Word Processing Applications II	3	4
BUS 275	Spreadsheet Applications	3	4
ECO 102	Economics I	3	3
ECO 104	Economics II	3	3
EDP 102	Microcomputer Operations	2	3
EDP 104	Introduction to Data Processing	4	5

### *General Education Courses*

ENG 101	Grammar	3	3
ENG 102	Composition	3	3
ENG 200	Introduction to Literature	3	3
ENG 203	Communications	3	3
ENG 204	Oral Communications	3	3
MAT 104	Real Number Systems	3	3
PSY 103	Principles of Psychology	3	3
RDC 101	College Reading (See Note)	2	3

### *Electives*

Select a minimum of nine (9) credit hour from the courses listed in the Course Descriptions section. Courses must be approved by program advisor and the Department Chairman.

### *Cooperative Education Courses*

Students may take up to 6 credit hours of Cooperative Education courses. For more information, contact the Director of Cooperative Education.

TOTAL CREDIT HOURS

114

Note: The student is required to take prerequisite RDC 091 before RDC 101.

# **SECRETARIAL — MEDICAL OFFICE**

## **TECHNOLOGY (T-032)**

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This curriculum prepares individuals to enter the medical secretarial profession. The medical secretary performs secretarial duties utilizing the knowledge of medical terminology and medical office and/or laboratory procedures.

Skills are taught in processing medical documents using computerized functions and/or manual functions. Compiling and recording medical charts, reports, case histories, and correspondence using the typewriter or automated office equipment, scheduling appointments, and preparing and sending bills to patients are duties performed in the medical office and taught in this curriculum.

Graduates of the curriculum may find employment opportunities with medical supply and equipment manufacturers, medical laboratories, the office of physicians, hospitals, and other medical care providers.

### **JOB OPPORTUNITIES**

#### **Entry Level**

Admitting Clerk  
Insurance Clerk  
Medical Records Clerk  
Medical Transcriber  
Receptionist  
Secretary  
Telephone Receptionist/Message Operator  
Ward Clerk  
Word Processing Operator

#### **Advanced Level**

Administrative Secretary  
Transcribing Operator Supervisor  
Word Processing Supervisor



## MEDICAL OFFICE TECHNOLOGY OPTION

### DEGREE PLAN

		Credit Hours	Contact Hours
<i>Technical Courses</i>			
BUS 100	Business Mathematics	3	4
BUS 102	Basic Typewriting	4	5
BUS 103	Intermediate Typewriting	4	5
BUS 104	Advanced Typewriting	4	5
BUS 112	Records Management	3	3
BUS 115	Business Law	3	3
BUS 116	Business Law	3	3
BUS 118	Basic Secretarial Accounting	5	5
BUS 119	Advanced Secretarial Accounting	5	5
BUS 180	Secretarial English	5	5
BUS 193	Basic Medical Terminology	3	3
BUS 194	Advanced Medical Terminology	3	3
BUS 209	Machine Transcription I	3	4
BUS 210	Machine Transcription II	3	4
BUS 211	Machine Transcription III	3	4
BUS 215	Office Procedures	4	5
BUS 220	Payroll Accounting	3	3
BUS 273	Word Processing Applications I	3	4
BUS 274	Word Processing Applications II	3	4
BUS 275	Spreadsheet Applications	3	4
ECO 102	Economics I	3	3
ECO 104	Economics II	3	3
EDP 102	Microcomputer Operations	2	3
EDP 104	Introduction to Data Processing	4	5
<i>General Education Courses</i>			
ENG 101	Grammar	3	3
ENG 102	Composition	3	3
ENG 200	Introduction to Literature	3	3
ENG 203	Communications	3	3
ENG 204	Oral Communications	3	3
MAT 104	Real Number Systems	3	3
PSY 103	Principles of Psychology	3	3
RDG 101	College Reading (See Note)	2	3

### *Electives*

Select nine (9) credit hours from the courses listed in the Course Descriptions section. Courses must be approved by program advisor and Department Chairman.

### *Cooperative Education Courses*

Students may take up to 6 credit hours of Cooperative Education courses. For more information, contact the Director of Cooperative Education.

TOTAL CREDIT HOURS

114

Note: The student is required to take prerequisite RDG 091 before RDG 101.



## ***SOCIAL SERVICE ASSOCIATE (T-107)***

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The Social Service Associate curriculum trains paraprofessionals for direct service delivery work in one of the many social service areas. These social service areas include family and child assistance, rehabilitation, health services, medical assistance, youth services, mental health and assistance to the aging, blind and developmentally disabled.

Graduates will find employment with federal, state, county and local government social service agencies and programs and with private organizations that have social service assistance programs.

### **JOB OPPORTUNITIES**

Case Aide, Social Service  
Social Worker Aide



## SOCIAL SERVICE ASSOCIATE

### DEGREE PLAN

Credit  
Hours

Contact  
Hours

### *Technical Courses*

BUS 100	Business Mathematics	3	4
BUS 102	Basic Typewriting	4	5
BUS 110	Office Machines	3	5
BUS 112	Records Management	3	3
BUS 229	Income Taxes	5	5
ECO 108	Consumer Economics I	3	3
ECO 109	Consumer Economics II	3	3
ECO 110	Applied Economics for Client Assistance	3	3
EDP 102	Microcomputer Operations	2	3
EDP 104	Introduction to Data Processing	4	5
HEA 101	Personal Health and Hygiene	3	3
HEA 105	Community Health	3	3
PSY 112	Personality Development	3	3
PSY 206	Applied Psychology	3	3
PSY 207	Personal Stress Management	3	3
SOC 201	Introduction to Sociology	5	5
SOC 205	American Institutions	3	3
SOC 214	Social Problems	3	3
SOC 216	Introduction to Social Services	3	3
SOC 211	Marriage and the Family	3	3
SOC 217	Juvenile Delinquency	3	3

### *General Education Courses*

ENG 101	Grammar	3	3
ENG 105	Composition I	5	5
ENG 203	Communications	3	3
ENG 204	Oral Communications	3	3
PSY 101	Introductory Psychology	5	5
PSY 102	Developmental Psychology	5	5
RDG 101	College Reading (See Note)	2	3

### *Electives*

5

### *Cooperative Education Courses*

1

10

TOTAL CREDIT HOURS

102

Note: The student is required to take prerequisite RDG 091 before RDG 101.

## ***TEACHER ASSOCIATE (T-088)***

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The Teacher Associate curriculum prepares individuals as assistants to classroom teachers. The curriculum is designed to provide a course of study for individuals who have the desire and capability to work with primary and elementary school children under the supervision of the classroom teacher. Study and application will be employed in areas such as communication skills, human relationships, human growth and development, curriculum activities, school records, preparation of instructional material and audiovisual aids, and the role of the aide.

The graduate of this curriculum will be qualified to enter the field of education as a paraprofessional, performing all duties required of a teacher aide. The role of the teacher aide will vary from school to school. The aide may be assigned as a general instructional aide, clerical aide or tutorial aide, depending on the particular needs of the school. Employment opportunities exist with public school systems and with private schools.

### **JOB OPPORTUNITIES**

#### **Entry Level**

Teacher Aide, Elementary School  
Teacher Aide, Primary School  
Teacher Aide, (N.C. Department of  
Public Instruction)  
    General Instructional  
    Tutorial  
    Clerical  
Teacher Aide I  
Teacher Aide II

#### **Advanced Level**

Secondary Teacher Aide I  
Secondary Teacher Aide II





## TEACHER ASSOCIATE

### DEGREE PLAN

		Credit Hours	Contact Hours
<i>Technical Courses</i>			
EDU 203	Exceptional Child	3	3
EDU 204	Parent Education	3	3
EDU 227	Educating the Minority Student	3	3
EDU 231	Creative Activities	3	3
EDU 234	Audiovisual Instruction	3	3
EDU 237	Teaching of Reading Skills & Methods	5	5
ART 236	Art Activities for the Classroom	3	3
BUS 102	Basic Typewriting	4	5
EDP 102	Microcomputer Operations	2	3
ENG 217	Children's Literature	3	3
HEA 105	Community Health	3	3
HIS 207	American History I	5	5
HIS 208	American History II	5	5
MAT 102	Mathematics for Elementary School Teachers	5	5
MUS 230	Introduction to the Appreciation of Music	5	5
MUS 236	Musical Activities for the Classroom	3	3
PSY 102	Developmental Psychology	5	5
PSY 113	Child Behavior & Self Concept	5	5
PSY 206	Applied Psychology	3	3
SOC 201	Introduction to Sociology	5	5
SPE 101	Speech Fundamentals	5	5

### *General Education Courses*

ART 205	History & Appreciation of Art	5	5
ENG 105	English Composition I	5	5
ENG 106	English Composition II	5	5
GEO 201	Principles of Geography	5	5
PSY 101	Introductory Psychology	5	5
RDG 101	College Reading (See Note)	2	3

### *Cooperative Education Courses*

Students may take up to 8 credit hours of Cooperative Education courses. For more information, contact the Director of Cooperative Education.

TOTAL CREDIT HOURS	108
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Note: The student is required to take prerequisite RDG 091 before RDG 101.



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## DIPLOMA PROGRAMS (ONE YEAR)

A diploma or certificate is awarded upon the completion of one of the following programs of study:

- Air Conditioning, Heating and Refrigeration
- Automotive Body Repair
- Automotive Mechanics
- Carpentry and Cabinetmaking
- Cosmetology
- Electrical Installation and Maintenance
- Foodservice Specialist
- Masonry
- Nursing Assistant
- Practical Nursing
- Small Engine and Equipment Repair
- Welding

The major aims of the programs leading to a diploma or certificate are to prepare skilled craftsmen to successfully meet the manpower needs created by technological advancement and to provide related areas of study which equip the student with the ability to develop an understanding of the free enterprise system and an appreciation for a broader social implication of life in a democratic society.

Vocational programs are designed to prepare the student for initial employment, retraining for new skills, or for advancement within a given vocation.

While a high school graduation is desirable, it is not mandatory for entrance into these programs. A person with less than a high school education may be accepted provided he can demonstrate sufficient experience and ability.



# **AIR CONDITIONING, HEATING, AND REFRIGERATION (V-024)**

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The Air Conditioning, Heating, and Refrigeration curriculum develops an understanding of the basic principles involved in the construction, installation, operation and maintenance of climate control equipment. Courses in blueprint reading, duct construction, welding, circuits and controls, math, science and general education are included to help provide supporting skills necessary for the mechanic to function successfully in the trade.

The air conditioning, heating, and refrigeration mechanic installs, maintains, services, and repairs environmental control systems in residences, department and food stores, office buildings, industries, restaurants, institutions, and commercial establishments. Job opportunities exist with companies that specialize in air conditioning, heating, and commercial refrigeration installation and service. The graduate should be able to assist in installing mechanical equipment, duct work, and electrical controls necessary in residential and commercial projects. With experience the graduate should be able to service various air conditioning, heating, and refrigeration components; troubleshoot systems; and provide the preventive maintenance required by mechanical equipment. This person may be employed in areas of maintenance, installation, sales, and service in the field of air conditioning, heating and cooling.

## **JOB OPPORTUNITIES**

### **Entry Level**

Air Conditioning Mechanic  
Heating and Air Conditioning Mechanic  
Heating Mechanic  
Refrigeration Mechanic  
Heating and Air Conditioning  
Mechanic Helper  
Refrigeration Mechanic Helper

### **Advanced Level**

Environmental Control System Installer-Servicer  
Hot Air Furnace Installer & Repairer  
Domestic Air Conditioning Installer  
Energy Management Systems Installer-Servicer, Sales



## AIR CONDITIONING, HEATING & REFRIGERATION

### CAREER PLAN

		Credit Hours	Contact Hours
<i>Technical Courses</i>			
AHR 1215	Fundamentals of Heating	4	8
AHR 1220	Refrigeration Electrical Systems	4	8
AHR 1221	Refrigeration Systems	6	12
AHR 1222	Dom/Com Refrigeration Installation & Service	6	12
AHR 1223	Air Conditioning Systems	6	12
AHR 1224	Air Conditioning Troubleshooting	6	12
*AHR 1225	Duct Design and Installation	4	8
AHR 1226	All Year Comfort Systems	4	8
AHR 1228	Automatic Controls	4	8
*AHR 1230	Forced Air Heating Systems	2	4
BUS 1103	Small Business Operations	3	3
DFT 1204	Blueprint Reading & Sketching (or DFT 101)	2	4
PHY 1101	Physics: Applied Science for PHY 101)	4	5

### *General Education Courses*

ENG 1101	Reading Improvement	2	2
ENG 1102	Communication Skills	3	3
MAT 1101	Arithmetic & Measures	5	5
MAT 1105	Fundamental Mathematics	3	3
PSY 1101	Human Relations	3	3

### *Cooperative Education Courses*

With the approval of the department chairman, up to 4 credit hours of cooperative education work may be substituted for any course marked with an asterisk (\*).

TOTAL CREDIT HOURS

71

## ***AUTOMOTIVE BODY REPAIR (V-001)***

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An Automotive Body Repair curriculum provides training in the use of the equipment and materials of the auto body mechanic trade. The student studies the construction of the automobile body and techniques of auto body repairing, rebuilding and refinishing.

Repairing, straightening, aligning, metal finishing and painting of automobile bodies and frames are typical jobs performed. Job titles include automobile body repairperson, automotive painter, and frame and chassis repairperson. Persons completing this curriculum may find employment with franchised automobile dealers, independent garages, or may start their own business.

### **JOB OPPORTUNITIES**

Automobile Accessories Installer  
Automobile-Repair-Service Estimator  
Appraiser, Automobile Damage  
Automatic Window, Seat, and Top Lift Repairer  
Painter Helper, Automotive  
Painter, Transportation Equipment  
Automobile Body Customizer  
Automobile Body Repairer





## AUTOMOTIVE BODY REPAIR

CAREER PLAN		Credit Hours	Contact Hours
<i>Technical Courses</i>			
AUT 1311	Auto Body Welding	2	4
AUT 1317	Frame & Unibody Straightening & Alignment	4	8
AUT 1320	Metal Finishing & Plastic Fillers	4	8
AUT 1321	Auto Body Sheet Metal & Structural Replacement	4	8
AUT 1322	Estimating Auto Body Damage	2	4
AUT 1323	Metallic & Fiberglass Fillers	4	8
AUT 1324	Lacquer Painting	4	8
AUT 1325	Enamel & Urethane Painting	4	8
AUT 1326	Auto Glass & Trim	2	4
AUT 1327	Paint Equipment & Surface Preparation	4	8
AUT 1328	Shop Situations I	2	4
AUT 1329	Shop Situations II	2	4
AUT 1330	Shop Situations III	2	4
AUT 1331	Shop Situations IV	2	4
AHR 1201	Auto Air Conditioning	2	4
BUS 1103	Small Business Operations	3	3
DFT 1204	Blueprint Reading & Sketching	2	4
PHY 1101	Physics: Applied Science	4	5
PHY 1102	Physics: Applied Science	2	3
<i>General Education Courses</i>			
ENG 1101	Reading Improvement	2	2
ENG 1102	Communication Skills	3	3
MAT 1101	Arithmetic & Measures	5	5
MAT 1105	Fundamental Mathematics	3	3
PSY 1101	Human Relations	3	3
TOTAL CREDIT HOURS			71

This program can be considered a pre-apprenticeship program.

## ***AUTOMOTIVE MECHANICS (V-003)***

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The Automotive mechanics curriculum provides a training program for developing the basic knowledge and skills needed to inspect, diagnose, repair or adjust automotive vehicles. Manual skills are developed in practical shop work and the technical understanding of the operating principles involved in the modern automobile are taught through class assignments, discussions and shop practices.

Automobile mechanics maintain and repair mechanical, electrical and body parts of passenger cars, trucks and buses. In some communities and rural areas they also may service tractors or marine engines and other gasoline-powered equipment. Mechanics inspect and test to determine the causes of faulty operations. They repair or replace defective parts to restore the vehicle or machine to proper operating condition and use shop manuals and other technical publications as references for technical data. Persons completing this curriculum may find employment with franchised automobile dealers, independent garages, or may start their own business.

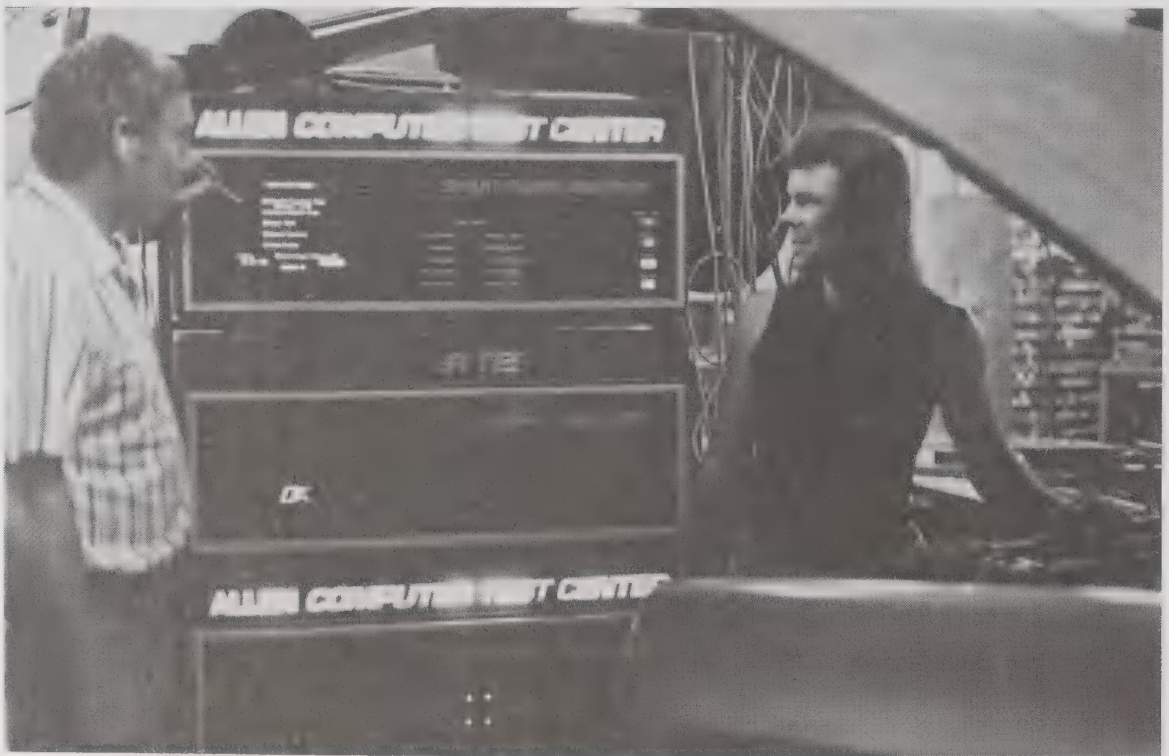
### **JOB OPPORTUNITIES**

#### **Entry Level**

General Mechanic  
Tune-up Mechanic  
Front-end Specialist  
Automatic Transmission Specialist  
Brake Specialist

#### **Advanced Level**

Shop Supervisor  
Shop Foreman



## AUTOMOTIVE MECHANICS

### CAREER PLAN

Credit  
Hours      Contact  
Hours

### *Technical Courses*

#AHR 1201	Auto Air Conditioning	2	4
#AUT 1201	Internal Combustion Engines	6	12
#AUT 1202	Engine Servicing	4	8
#AUT 1203	Auto Electrical Systems	7	13
#AUT 1204	Auto Fuel Systems	4	8
#AUT 1221	Auto Braking Systems	4	8
#AUT 1223	Auto Chassis	6	12
#AUT 1224	Auto Power Trains	6	12
#AUT 1225	Auto Diagnosis	4	8
AUT 1226	Advanced Electrical Systems	6	12
AUT 1227	Advanced Fuel Systems	6	12
AUT 1228	Advanced Automatic Transmission	6	12
AUT 1229	Advanced Transmission Servicing	6	12
AUT 1245	Automotive Electronics	6	10
#BUS 1103	Small Business Operations	3	3
#PHY 1101	Physics: Applied Science (or PHY 101)	4	5
#PHY 1102	Physics: Applied Science (or PHY 102)	2	3
#WLD 1101	Basic Gas Welding	1	3
#WLD 1102	Basic Arc Welding	1	3

### *General Education Courses*

#ENG 1101	Reading Improvements (or ENG 101)	2	2
#ENG 1102	Communication Skills (or ENG 102)	3	3
#MAT 1101	Arithmetic & Measures (or MAT 101)	5	5
#MAT 1105	Fundamental Mathematics	3	3
#PSY 1101	Human Relations	3	3

### *Electives*

Select 10 credit hours from the following courses:

AUT 1230, AUT 1231, AUT 1205, up to 6 credit hours in Cooperative Education.

TOTAL CREDIT HOURS

110

This program can be considered a pre-apprenticeship program.

#Students successfully completing all courses marked with “#” may be awarded an Automotive Mechanics diploma.



## ***CARPENTRY AND CABINETMAKING (V-007)***

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Carpenters construct, erect, install and repair structures of wood, plywood and wallboard, using hand and power tools. This curriculum in carpentry is designed to prepare individuals with skills and knowledge of construction with wood. The curriculum includes mathematics, blueprint reading, methods of construction and information on building materials and energy efficient construction.

Carpenters work on new construction and maintain and repair many types of existing structures, both residential and commercial. They have an understanding of building materials, concrete form construction, rough framing, roof and stair construction, the application of interior and exterior trim, insulation, and other energy saving materials and the installation of cabinets and fixtures.

Most carpenters are employed by contractors in the building construction fields. When specializing in a particular phase of carpentry, the job may be designated according to the specialty as rough carpenter, framing carpenter, form carpenter, scaffolding carpenter, acoustical insulating carpenter and finish carpenter.

### **JOB OPPORTUNITIES**

#### **Entry Level**

Carpenter  
Building Construction Inspector  
Roofer  
Cabinet Installer  
Maintenance Carpenter

#### **Advanced Level (with experience)**

Carpenter Foreman  
Finish Carpenter  
Cabinetmaker

This program is offered at the Polkton Correctional Unit.



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## CARPENTRY AND CABINETMAKING

### CAREER PLAN

		Credit Hours	Contact Hours
<i>Technical Courses</i>			
CAR 1201	Framing	6	12
CAR 1202	Roofing	4	8
CAR 1203	Interior Wall Finish	4	8
CAR 1204	Interior Trim	6	12
CAR 1205	Forming	4	8
CAR 1206	Exterior Finish	6	12
CAR 1207	Plumbing and Wiring	2	4
CAR 1208	Cabinet Making	6	12
CAR 1209	Truss and Prefabrication	4	8
BUS 1103	Small Business Operations (or BUS 101)	3	3
DFT 1204	Blueprint Reading & Sketching	2	4
ELC 1225	Wiring Layout	4	8
PHY 1101	Physics: Applied Science (or PHY 101)	4	5
<i>General Education Courses</i>			
ENG 1101	Reading Improvement	2	2
ENG 1102	Communication Skills	3	3
MAT 1101	Arithmetic & Measures	5	5
MAT 1105	Fundamental Mathematics	3	3
PSY 1101	Human Relations	3	3
TOTAL CREDIT HOURS			71

This program can be considered a pre-apprenticeship program.

## ***COSMETOLOGY (V-009)***

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The field of cosmetology is based on scientific principles. The Cosmetology curriculum provides instruction and practice in manicuring, shampooing, permanent waving, facials, massages, scalp treatments, hair cutting and styling and wig service.

Upon completion of this program and successful passing of a comprehensive examination administered by the North Carolina State Board of Cosmetic Arts, a license is given. The cosmetologist is called upon to advise men and women on problems of makeup and care of the hair, skin and hands including the nails. Employment opportunities are available in beauty salons, private clubs, department stores, women's specialty shops, as well as setting up one's own business.

### **JOB OPPORTUNITIES**

#### **Entry Level**

Cosmetologist  
Sales Representative, Beauty  
Equipment and Supplies  
Supply Clerk  
Scalp Treatment Operator  
Wig Dresser

#### **Advanced Level**

Hair Stylist  
Owner, Beauty Salon  
Manager, Beauty Salon





## COSMETOLOGY

### CAREER PLAN

		Credit Hours	Contact Hours
<i>Technical Courses</i>			
COS 1001	Scientific Study I	10	20
COS 1002	Scientific Study II	5	5
COS 1003	Scientific Study III	5	5
COS 1004	Scientific Study IV	5	5
COS 1011	Mannequin Practice I	6	17
COS 1022	Clinical Applications I	11	32
COS 1033	Clinical Applications II	11	32
COS 1044	Clinical Applications III	11	32
BUS 1103	Small Business Operations	3	3
BUS 1104	Cosmetic Sales and Marketing	3	3
<i>General Education Courses</i>			
ENG 1102	Communication Skills	3	3
PSY 1101	Human Relations	3	3
TOTAL CREDIT HOURS			76

### COSMETOLOGY INSTRUCTOR TRAINING PROGRAM

The cosmetology instructor training program provides a 400-hour course of study for learning the skills needed to teach the theory and practices of cosmetology as required by the North Carolina State Board of Cosmetic Arts. A licensed cosmetologist who has practiced as a registered cosmetologist in an approved beauty salon for at least six months is eligible to take this program. Completion of the program qualifies the licensed cosmetologist to take the examination given by the North Carolina State Board of Cosmetic Arts Examiners.

The subject matter includes a review of requirements for becoming a cosmetology instructor; introduction of teaching theory, methods and aids; actual practice teaching experiences; and development of evaluation instruments. Included in this program will be the preparation of daily lesson plans for teaching theories and managing clinical activities. Instructor trainees will conduct classes and practical demonstrations under the supervision of a licensed instructor.

COS	3004	Cosmetology Instructor Training	4	12	8
COS	3005	Cosmetology Instructor Training Practicum	4	18	10

# ***ELECTRICAL INSTALLATION and MAINTENANCE***

***(V-018)***

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The Electrical Installation and Maintenance curriculum is designed to provide a training program in the basic knowledge, fundamentals and practices involved in the electrical trades. A large segment of the program is laboratory and shop instruction designed to give the student practical knowledge and application experience in the fundamentals taught in class.

The graduate of this curriculum is qualified to enter an electrical trade as an on-the-job trainee or apprentice, assisting in the layout, installation, check out and maintenance of systems in residential, commercial or industrial settings.

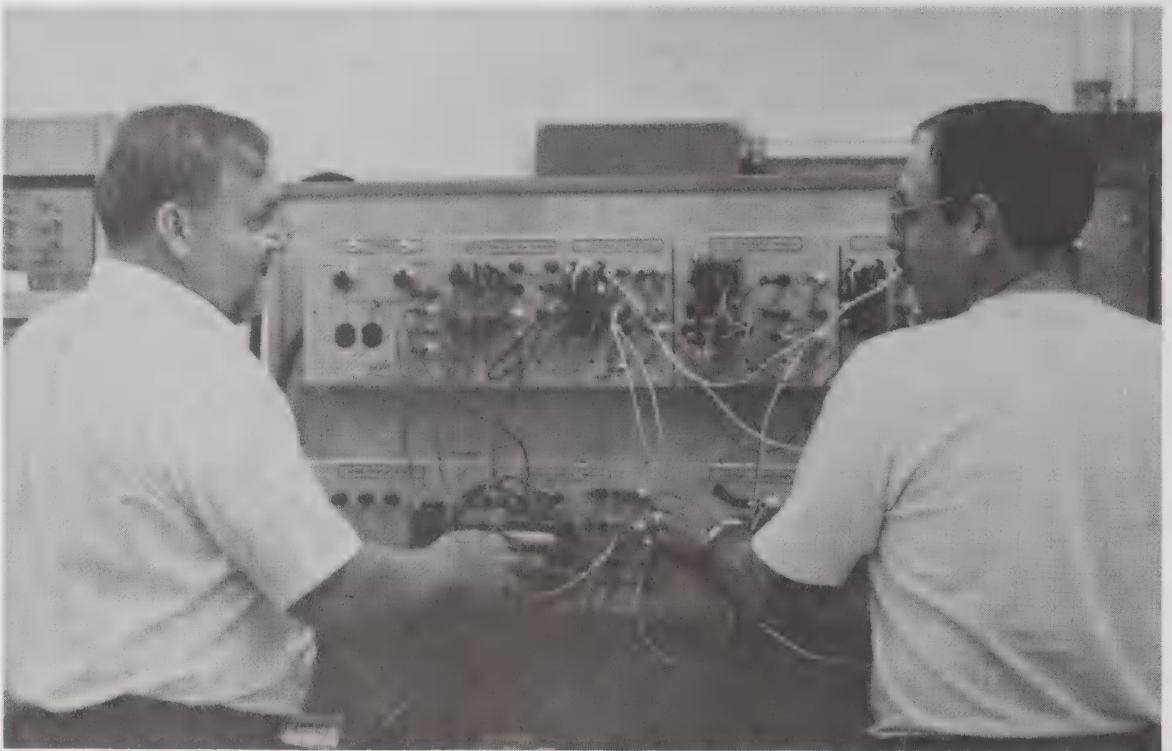
## **JOB OPPORTUNITIES**

### **Entry Level**

Electrical Apprentice

### **Advanced Level**

Electrician



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## ELECTRICAL INSTALLATION AND MAINTENANCE

### CAREER PLAN

	Credit Hours	Contact Hours
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#### *Technical Courses*

ELN 119	Industrial Electronic Fundamentals	6	12
ELN 222	Troubleshooting Procedures/Practices	3	5
ELC 114	AC/DC Theory, Circuits, Machines	14	17
ELC 115	Machine Control Systems	7	11
ELC 225	Industrial Wiring	11	16
ELC 1224	Residential Wiring	3	7
ELC 1225	Wiring Layout	4	8
ELC 1226	Commercial & Industrial Wiring	6	12
ELC 1320	Electrical Code — Commercial	2	4
ELC 1321	Electrical Code — Industrial	2	4
BUS 101	Introduction to Business	3	3
PHY 103	Electricity	4	5

#### *General Education Courses*

RDG 091	Developmental Reading	2	3
ENG 1102	Communication Skills (or ENG 102)	3	3
MAT 1101	Arithmetic & Measures (or MAT 101)	5	5
MAT 1105	Fundamental Mathematics	3	3
PSY 1101	Human Relations (or PSY 206)	3	3

TOTAL CREDIT HOURS		77
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This program can be considered a pre-apprenticeship program.



## ***FOODSERVICE SPECIALIST (V-053)***

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The Foodservice Specialist curriculum trains students in the art and science of quantity food preparation with particular emphasis on institutional foodservice. Using a career ladder concept, it is an open-ended curriculum allowing students more flexibility in their training. In addition to development of knowledge and skills in the art and science of food preparation, the student must develop an understanding and appreciation of food and equipment purchasing, financial control, recordkeeping, basic nutrition and menu planning and supervision.

A graduate of this curriculum should be qualified for entry into positions as assistant cook, short order cook, cook, chef's assistant, cook manager, baker, assistant baker and pastry cook. Employment needs for graduates of this program are found in hospitals, nursing homes, child care centers, colleges and university foodservices, school foodservices, industrial cafeterias, private clubs, airline foodservices, food processing manufacturers, foodservice contract companies and commercial restaurants.

### **JOB OPPORTUNITIES**

#### **Entry Level**

Cook, Pastry  
Cook  
Baker  
Baker Assistant  
Short Order Cook

#### **Advanced Level**

Cook, Head  
Baker, Head  
Foodservice Supervisor

This program is offered at the Polkton Correctional Unit.



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## FOODSERVICE SPECIALIST

### CAREER PLAN

Credit  
Hours

Contact  
Hours

#### *Technical Courses*

FSO 1101	Quantity Food Preparation —Meats, Seafood, Dairy and Egg Products	8	18
FSO 1102	Foodservice	5	9
FSO 1103	Quantity Food Preparation —Vegetables, Fruits, Salads, Soups, & Sauces	8	18
FSO 1104	Nutrition and Menu Planning	5	9
FSO 1105	Quantity Food Preparation —Baking	8	18
FSO 1106	Sanitation and Safety	3	5
FSO 1107	Foodservice Equipment	2	4
FSO 1108	Quantity Food Preparation —Pastas, Desserts, Appetizers & Beverages	8	18
FSO 1109	Production Management	3	5
FSO 1115	Accounting — Purchasing — Records	3	5
BUS 1103	Small Business Operations	3	3

#### *General Education Courses*

ENG 1101	Reading Improvement	2	2
ENG 1102	Communication Skills	3	3
MAT 1101	Arithmetic & Measures	5	5
PSY 1101	Human Relations	3	3

TOTAL CREDIT HOURS

69

## ***MASONRY (V-070)***

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The Masonry curriculum prepares individuals to work in the construction industry as bricklayers and masons. The mason must have a knowledge of basic mathematics, blueprint reading, and must also know the methods used in laying out a masonry job for residential, commercial and industrial construction.

Masons are employed by contractors in the building construction field to lay brick and blocks made of tile, concrete, glass, gypsum or terra cotta. The mason is also capable of constructing or repairing walls, partitions, arches, sewers, furnaces and other masonry structures.

### **JOB OPPORTUNITIES**

Brick Mason

Cement Mason

This program is offered at the Polkton Correctional Unit.





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**MASONRY**  
**Certificate Program**

**CAREER PLAN**

**Credit  
Hours**      **Contact  
Hours**

*Technical Courses*

MAS 1204	Foundations	4	8
MAS 1205	Wall Construction	6	12
MAS 1206	Blocklaying	6	8
MAS 1207	Chimney Construction	6	12
MAS 1208	Brick Veneers	6	12
BUS 1103	Small Business Management	3	3
DFT 1204	Blueprint Reading & Sketching	2	4
PSY 1101	Physics: Applied Science I	4	5

*General Education Courses*

ENG 1101	Reading Improvement	2	2
MAT 1101	Arithmetic & Measures	5	5

TOTAL CREDIT HOURS			42
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# NURSING ASSISTANT (V-072)

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The Nursing Assistant curriculum prepares graduates to assist registered and practical nurses and physicians in carrying out nursing care and services for patients. The nursing assistant performs health care procedures such as bathing and feeding patients, providing comfort measures, positioning patients, preparing patients for physical examinations and special tests, observing and recording vital signs, admitting, transferring and discharging patients, and collecting specimens.

Graduates may be employed in homes, hospitals, clinics, doctors' offices, nursing homes and extended care facilities.

Individuals desiring a career in nursing assistant should, if possible, take English, biology and social science courses prior to entering the program.

## JOB OPPORTUNITIES

Nursing Assistant  
Home Attendant  
Nurse Aide  
Orderly

## NURSING ASSISTANT

	Class	Lab	Clin.	Cr.
NUR 3023 Nursing Assistant I	2	2	6	5
NUR 3024 Nursing Assistant II	3	4	9	8
NUR 3025 Home Care	4	2	0	5





The Practical Nursing curriculum graduates are prepared to take the National Council Licensure Examination required to practice as a licensed practical nurse. The Practical Nursing curriculum is designed to develop competencies in practicing the following five components of practice as defined by the North Carolina **Nursing Practice Act, 1981**: (1) participating in assessing the client's physical and mental health including the client's reaction to illnesses and treatment regimens; (2) recording and reporting the results of the nursing assessment; (3) participating in implementing the health care plan developed by the registered nurse and/or prescribed by any person authorized by State law to prescribe such a plan, by performing tasks delegated by and performed under the supervision or under orders or directions of a registered nurse, physician licensed to practice medicine, dentist, or other person authorized by State law to provide such supervision; (4) reinforcing the teaching and counseling of a registered nurse, physician licensed to practice medicine in North Carolina, or dentists; and (5) reporting and recording the nursing care rendered and the client's response to that care.

Licensed practical nurses may be employed in hospitals, nursing homes, clinics, doctors offices, industry, and public health agencies.

Individuals desiring a career in practical nursing should be encouraged to take math and science courses in high school.

### **JOB OPPORTUNITIES**

Nurse, Licensed Practical



## PRACTICAL NURSING

### CAREER PLAN

Credit  
Hours

Contact  
Hours

### *Technical Courses*

NUR 1102	Orientation to Vocational Relationships	2	2
NUR 1103	Fundamentals of Patient Care & Introductory Pediatrics	8	12
NUR 1104	Basic Principles of Drug Administration	3	3
NUR 1105	Care of Patients with Medical-Surgical Conditions I	4	4
NUR 1106	Pediatrics and the Care of the Maternity Patient	4	4
NUR 1107	Maternity Nursing and the Care of the Geriatric Patient	4	4
NUR 1108	Care of Patients with Medical-Surgical Conditions II	9	9
NUR 1110	Vocational Relationship	2	2
NUR 1111	Care of Patients with Medical-Surgical Conditions III	8	8
NUR 1112	Clinical Experiences: Medical-Surgical and Pediatrics	5	15
NUR 1113	Clinical Experiences: Medical-Surgical and Obstetrics	6	18
NUR 1114	Clinical Experiences: Medical-Surgical and Geriatrics	8	24
BIO 1101	Basic Science	6	9
MAT 111	Drug Dosages & Measurements	2	2

### *General Education Courses*

ENG 101	Grammar (or RDG 101)	3	3
PSY 103	Principles of Psychology and Interpersonal Relationships	3	3

TOTAL CREDIT HOURS			77
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## **SMALL ENGINE AND EQUIPMENT REPAIR (V-077)**

This Small Engine and Equipment Repair curriculum prepares individuals in the skills and knowledge necessary for employment as repairers of small engines. Skill in servicing and repairing is developed through practical shop work. A thorough understanding of the operating principles of this equipment is provided through classroom instruction, group discussions and shop practices.

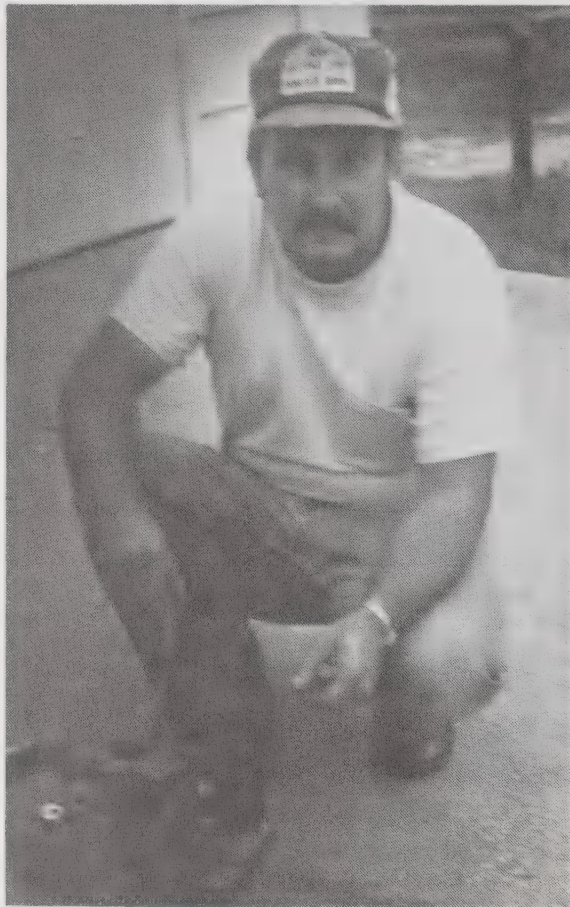
Small engine repairpersons maintain and repair engines which are used to power boats, lawn mowers, garden tractors, small generator units, chain saws and similar machines. The repairperson troubleshoots and replaces defective components in electrical, fuel and mechanical systems and uses shop manuals, manufacturers' maintenance manuals and other related technical publications which deal with performance and adjustment of these systems.

Small engines and equipment are used in many areas such as industrial firms, recreation, business firms, construction industry and at residences. The mechanic may find employment in these areas or may set up his own business.

### **JOB OPPORTUNITIES**

Small Engine Mechanic  
Motorboat Mechanic  
Lawn Mower Mechanic  
Power-Saw Mechanic  
Lawn and Garden Equipment Mechanic

This program is offered at the Union County Correctional Unit.





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**SMALL ENGINE AND EQUIPMENT REPAIR**  
**Certificate Program**

CAREER PLAN		Credit Hours	Contact Hours
<i>Technical Courses</i>			
SME 1101	Small Engine Repair	7	15
SME 1102	Small Engine Fuel and Electric System Repair	7	15
SME 1103	Service and Repair on Small Engine Devices	7	15
SME 1104	Motorcycle Repair	7	15
BUS 1103	Small BUsiness Operations	3	3
<i>General Education Courses</i>			
ENG 1101	Reading Improvement	2	2
MAT 1101	Arithmetic & Measurements	5	5
MAT 1105	Fundamental Mathematics	3	3
TOTAL CREDIT HOURS			41

## ***WELDING (V-050)***

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The Welding curriculum gives students sound understanding of the principles, methods, techniques and skills essential for successful employment in the welding field and metals industry. Welders join metals by applying intense heat, and sometimes pressure to form a permanent bond between intersecting metals.

Welding offers employment in practically any industry; shipbuilding, automotive, aircraft, guided missiles, heavy equipment, railroads, construction, pipe-fitting, production shops, job shops and many others.

### **JOB OPPORTUNITIES**

#### **Entry Level**

Arc Welder  
Arc Welding — Machine Operator  
Gas Welding — Machine Operator  
Gas Welder  
Welder — Assembler  
Combination Welder

#### **Advanced Level**

Lay-out Worker I  
Welder — Fitter



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## WELDING

### CAREER PLAN

Credit  
Hours

Contact  
Hours

#### *Technical Courses*

WLD 1220	Oxyacetylene Welding & Cutting	6	12
WLD 1221	Oxyacetylene Welding & Pipe	4	8
WLD 1223	Shielded Metal Arc Welding I	4	8
WLD 1224	Shielded Metal Arc Welding II	6	12
WLD 1226	Shielded Metal Arc & Pipe I	4	8
WLD 1227	Shielded Metal Arc & Pipe II	6	12
WLD 1228	Testing & Inspection	2	4
WLD 1230	Advanced Welding Processes I	4	8
WLD 1231	Advanced Welding Processes II	6	12
BUS 1103	Small Business Operations	3	3
DFT 1204	Blueprint Reading & Sketching	2	4
PSY 1101	Physics: Applied Science	4	5

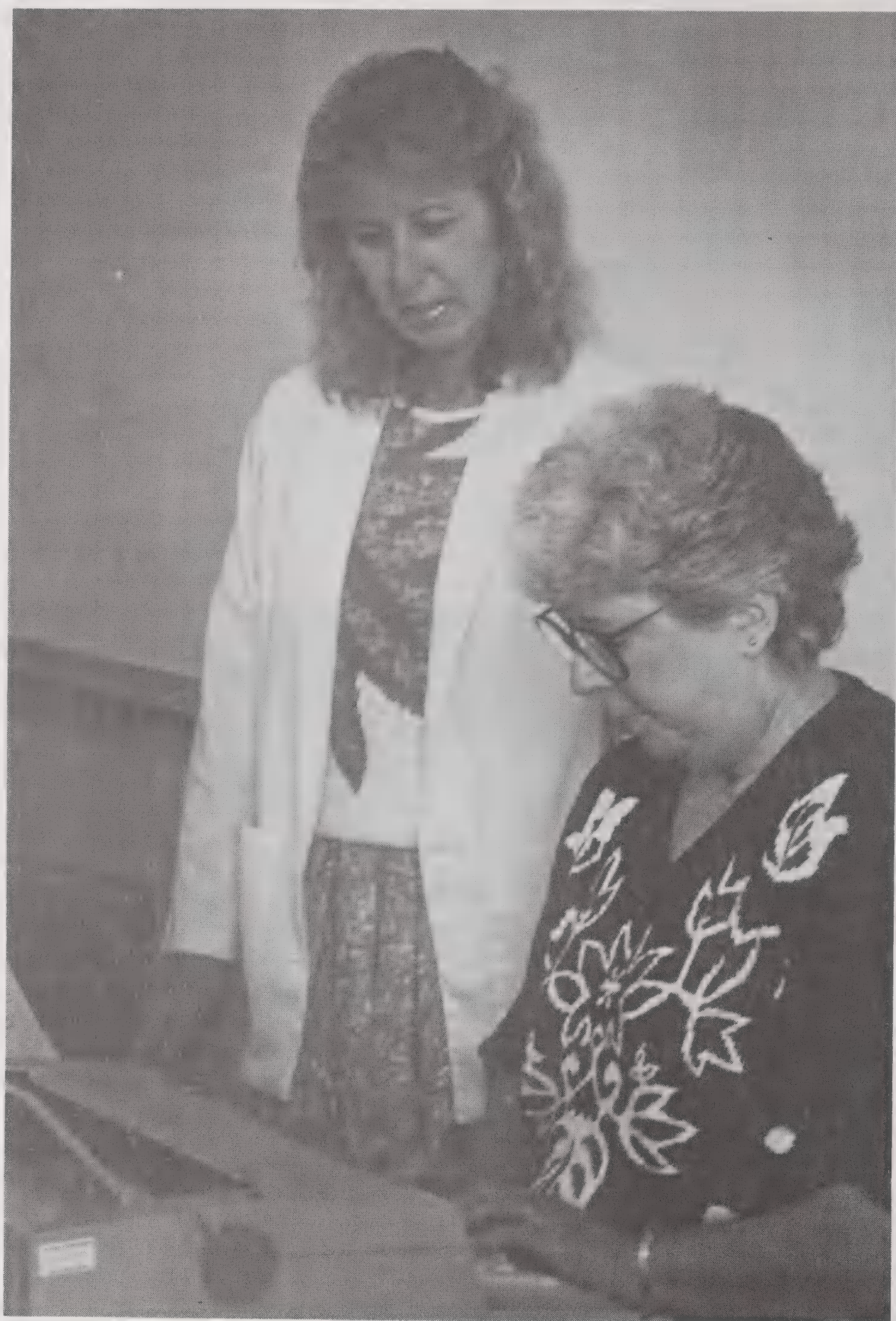
#### *General Education Courses*

ENG 1101	Reading Improvement	2	2
ENG 1102	Communication Skills	3	3
MAT 1101	Arithmetic & Measurements	5	5
MAT 1105	Fundamental Mathematics	3	3
PSY 1101	Human Relations	3	3

TOTAL CREDIT HOURS		67
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This program can be considered a pre-apprenticeship program.





# COURSE DESCRIPTIONS





The following is a listing of course descriptions arranged **alphabetically by prefix**. Each course description lists the three-letter alphabetical prefix followed by either three or four numbers. Courses with the four numbers are vocational level courses and are not designed for associate degree programs.

Following the prefix and number is the course title. Titles that have Roman numerals (I, II, III, etc.) indicate series courses and indicate that I is prerequisite to II, II is prerequisite to III. Other course prerequisites will be listed at the end of the course description.

There are three numbers to the right of the course title. The first number indicates the lecture hours for the course; the second number indicates the lab, clinical, or shop hours; and the third number indicates the credit hours.

		Lec.	Lab/ Clinical	Cr.
AHR 101	<b>Air Conditioning and Refrigeration</b>	3	3	4
	A specialized study in the use of test instruments and equipment used in servicing electrical controls and components for Air Conditioning and Refrigeration installations. Basic electrical principles and procedures for trouble-shooting of the various control devices used in Air Conditioning, Heating and Refrigeration equipment. Included will be a comprehensive study of various types of electrical motors, relays, transformers, starting devices, switches, protective devices, control wiring and electrical heating devices. Emphasis will be placed on schematic wiring diagrams and electrical symbols.			
AHR 1201	<b>Automotive Air Conditioning</b>	1	3	2
	General introduction to the principles of refrigeration; study of the assembly of the components necessary in the mechanisms, the methods of operation and control; proper handling of refrigerants in charging the system.			
AHR 1215	<b>Fundamentals of Heating</b>	2	6	4
	An introduction to the fundamentals of heating and heat transfer related to various types of heating systems. The use and care of tools, using instruments to measure combustion efficiencies, and installing equipment and ductwork to make up a heating system are covered. Also introduced are comfort surveys, heat loss and gain, equipment selection and maintenance, solar heating and heat distribution systems.			
AHR 1220	<b>Refrigeration Electrical Systems</b>	2	6	4
	A specialized study in the use of test instruments and equipment used in servicing electrical controls and components for Air Conditioning and Refrigeration installations. Basic electrical principles and procedures for trouble-shooting of the various control devices used in Air Conditioning, Heating and Refrigeration equipment.			

<b>AHR 1220A</b>	<b>Refrigeration Electrical Systems</b>	<b>1</b>	<b>3</b>	<b>2</b>
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AHR 1220B	Refrigeration Electrical Systems	1	3	2
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<b>AHR 1221</b>	<b>Refrigeration Systems</b>	<b>3</b>	<b>9</b>	<b>6</b>
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<b>AHR 1221A Refrigeration Systems</b>	<b>1</b>	<b>3</b>	<b>2</b>
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<b>AHR 1221B Refrigeration Systems</b>	<b>1</b>	<b>3</b>	<b>2</b>
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<b>AHR 1221C Refrigeration Systems</b>	<b>1</b>	<b>3</b>	<b>2</b>
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- AHR 1222 Domestic & Commercial Refrigeration Installations & Servicing** 3 9 6  
Domestic refrigeration servicing of conventional, hermetic and absorption systems. Cabinet care, controls and system maintenance in domestic refrigerators, freezers and window air conditioning units is stressed. Commercial refrigeration servicing of display cabinets, walk-in cooler and freezer units, and mobile refrigeration systems is studied. The use of manufacturers' catalogs in sizing and matching system components and a study of controls, refrigerants, servicing methods is made. The American Standard Safety Code for Refrigeration is studied and its principles practiced.
- AHR 1223 Air Conditioning Systems** 3 9 6  
Work includes the selection of various heating, cooling and ventilating systems, investigation and control of factors affecting air cleaning, movement, temperature and humidity. Use is made of psychometric charts in determining needs to produce optimum temperature and humidity control. Commercial air conditioning equipment is assembled and tested. Practical sizing and balancing of ductwork is performed as needed.
- AHR 1224 Air Conditioning & Refrigeration Trouble-Shooting** 3 9 6  
Emphasis is placed on the installation, maintenance, and servicing of equipment used in the cleaning, changing, humidification and temperature control of air in an air conditioned space. Installation of various ducts and lines needed to connect various components is made. Shop work involves burner operation, controls, testing and adjusting of air conditioning and refrigeration equipment, and location and correction of equipment failure.
- AHR 1224A Air Conditioning & Refrigeration Trouble-Shooting** 1 3 2  
Emphasis is placed on the installation, maintenance, and servicing of equipment used in the cleaning, changing, humidification and temperature control of air in an air conditioned space. Installation of various ducts and lines needed to connect various components is made. Shop work involves controls, testing and adjusting of air conditioning and location and correction of equipment failure.
- AHR 1224B Air Conditioning & Refrigeration Trouble-Shooting** 1 3 2  
Emphasis is placed on the installation, maintenance, and servicing of equipment used in the cleaning, changing, humidification and temperature control of air in an air conditioned space. Installation of various ducts and lines needed to connect various components



is made. Shop work involves controls, testing, and adjusting of heating equipment and location and correction of equipment failure.

<b>AHR 1224C</b>	<b>Air Conditioning &amp; Refrigeration Trouble-Shooting</b>	<b>1</b>	<b>3</b>	<b>2</b>	Emphasis is placed on the installation, maintenance, and servicing of equipment used in the cleaning, changing, humidification and temperature control of air in an air conditioned space. Installation of various ducts and lines needed to connect various components is made. Shop work involves controls, testing and adjusting of refrigeration equipment and location and correction of equipment failure.
<b>AHR 1225</b>	<b>Duct Design &amp; Installation</b>	<b>2</b>	<b>6</b>	<b>4</b>	Special attention is given to proper sizing design and balance of air distribution systems. This course will include the four basic types of air duct designs, air volume, air velocity, friction loss and blower capacity. A study is made of duct fittings, dampers, diffusers, registers, grills and insulation materials. Practical application to include rough-in procedures and field installation of duct systems. Emphasis will be placed on safety, the use of sheet metal hand tools and proper installation practices.
<b>AHR 1226</b>	<b>All year Comfort Systems</b>	<b>2</b>	<b>6</b>	<b>4</b>	Auxiliary equipment used in conjunction with refrigeration systems to provide both heating and cooling for "all year" comfort will be studied and set up in the laboratory. Included will be oil fired systems, gas fired systems, water circulating systems and electric-resistance systems. Installation of heat pumps will be studied along with servicing techniques. Reversing valves, special types of thermostatic expansion valves, systems of de-icing coils and electric wiring and controls are included in the study.
<b>AHR 1228</b>	<b>Automatic Controls</b>	<b>2</b>	<b>6</b>	<b>4</b>	Types of automatic controls and their function in air conditioning systems. Included in the course will be electric and pneumatic controls for domestic and commercial cooling and heating: zone controls, unit heater and ventilator controls, commercial fan systems controls, commercial refrigeration controls, and radiant panel controls.
<b>AHR 1228A</b>	<b>Automatic Controls</b>	<b>1</b>	<b>3</b>	<b>2</b>	Types of automatic controls and their functions in air conditioning systems. Included in the course will be electric and pneumatic controls for domestic and commercial cooling and heating: zone

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controls, unit heater and ventilator controls, commercial fan systems controls, commercial refrigeration controls, and radiant panel controls.

**AHR 2212    Residential & Commercial Air Conditioning Systems**

**3            6            5**

Heating and cooling needs of residential and commercial structures are studied. Heat gain calculations are made by the student to determine the type and size of system required and selection of equipment to meet the needs are all a part of the course. Psychrometric charts, tables and graphs are used, specific heat and air flow calculations, humidification and dehumidification are included.

**AHR 2212A    Residential & Commercial**

**Air Conditioning Systems (Load Calculation)    2            3            3**

Heating and cooling needs of residential and commercial structures are studied. Heat gain calculations are made by the student to determine the type and size of system required and selection of equipment to meet these needs are all a part of the course. Psychrometric charts, tables and graphs are used, specific heat and air flow calculations, humidification and dehumidification are included.

**AHR 2212B    Residential & Commercial**

**Air Conditioning Systems (Load Calculation)    1            3            2**

A continuation of AHR 2212A. Prerequisite: AHR 2212A.

**AHR 2213    All Weather Systems — Heat Pumps**

**3            4            5**

The refrigerant cycle and the "reverse cycle" principle including the reversing valve receives a great deal of time in this course. Special components and accessories used with the heat pumps are covered. A considerable amount of instruction is devoted to the electric controls found on heat pump systems and to the various service problems involved.

**AHR 2214    Residential & Commercial Air Distribution**

**3            6            5**

This course will include the study of air and its behavior in commercial and residential air conditioning systems. Individual room air volumes will be calculated and outlet actual testing, adjusting and balancing of an air distribution system. Proper adjustments for correct air distribution throughout an entire system and air motion within the conditioned area will be studied.

**AHR 2215    Hydronic Heating Systems**

**2            3            3**

This course treats principles of installation and design of one-pipe and two-pipe hydronic heating systems. Emphasis is placed on special piping procedures and control systems for hydronics.

<b>AHR 2217</b>	<b>Job Planning and Estimating</b>	<b>2</b>	<b>6</b>	<b>4</b>
	Specifications, study of prints, notations and synopsis of material cost. Synopsis of labor cost, listing of equipment and material take-off, labor take-off, sub-contractor estimates, duct system estimate (poundage method) overhead costs, and estimate of job will be studied.			
<b>AHR 1228B</b>	<b>Automatic Controls</b>	<b>1</b>	<b>3</b>	<b>2</b>
	A continuation of AHR 1228A. Prerequisite: AHR 1228A.			
<b>AHR 1230</b>	<b>Forced Air Heating Systems</b>	<b>1</b>	<b>3</b>	<b>2</b>
	Servicing and installation of various types of gas burners, gas furnaces, piping, venting and controls of forced air heating systems.			
<b>AHR 2211</b>	<b>Heating Systems</b>	<b>3</b>	<b>6</b>	<b>5</b>
	A comprehensive study of electric, gas and oil heating for residential and small commercial installations. Actual practice is given in "troubleshooting" problems of electric heating systems, gas and oil burners. Operating and safety controls are covered in depth and considerable time is given to proper care and use of test instruments and safety requirements. Special emphasis is to be placed on proper installation procedures and code requirements.			
<b>AHR 2211A</b>	<b>Heating Systems (NC Code)</b>	<b>3</b>	<b>0</b>	<b>3</b>
	A comprehensive study of Vol. III of the <i>NC Building Code Heating, Ventilating, Air Conditioning and Refrigeration</i> as it applies to the installation of heating, ventilating, air conditioning and refrigeration equipment in commercial and residential structures.			
<b>AHR 2211B</b>	<b>Heating Systems</b>	<b>0</b>	<b>3</b>	<b>1</b>
	A comprehensive study of electric, gas and oil heating for residential and small commercial installations. Actual practice is given in "troubleshooting" problems of electric heating systems, gas and oil burners. Operating and safety controls are covered in depth and considerable time is given to proper care and use of test instruments and safety requirements. Special emphasis is placed on proper installation procedures and code requirements. Prerequisite: AHR 2211A.			
<b>AHR 2211C</b>	<b>Heating Systems</b>	<b>0</b>	<b>3</b>	<b>1</b>
	A continuation of AHR 2211B: Prerequisites: AHR 2211A and AHR 2211B.			
<b>AHR 2212</b>	<b>Residential &amp; Commercial Air Conditioning Systems</b>	<b>5</b>	<b>3</b>	<b>6</b>
	Heating and cooling needs of residential and commercial structures are studied. Heat gain calculations are made by the student to determine the type and size of system required and selection of			



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equipment to meet these needs are all a part of the course. Psychrometric charts, tables and graphs are used, specific heat and air flow calculations, humidification and dehumidification are included.

<b>AIB 200</b>	<b>Principles of Banking</b>	<b>4</b>	<b>0</b>	<b>4</b>
	This course will focus on the basic functions and operations of banking and a working knowledge of the operation of a bank. Upon completion of this course, students should be able to perform basic functions of commercial banking; demonstrate working knowledge of the operation of a commercial bank in the management of bank funds, bank control systems, and paying teller operations; identify and define the principles underlying the main objectives sought in banking operations.			
<b>AIB 205</b>	<b>Consumer Lending</b>	<b>4</b>	<b>0</b>	<b>4</b>
	This course emphasizes pragmatic "how-to's" that detail the many types of credit arrangements in which a finance charge is paid for the privilege of repaying debts in delayed payments. Upon completion of this course, students should be able to identify collection policies and procedures; explain principles of credit evaluation; describe marketing bank services; define open-end credit; identify direct lending; explain the leasing of consumer goods; identify the legal aspects of installment credit; conduct financial statement analyses; identify rate structure and yield analysis; describe indirect lending; explain insurance for installment lending; use appropriate techniques in organizing and managing an installment loan department.			
<b>AIB 210</b>	<b>Law and Banking: Principles</b>	<b>4</b>	<b>0</b>	<b>4</b>
	This course presents law and legal issues with special emphasis on the Uniform Commercial Code. It covers up-to-date summaries of law pertaining to contracts, real estate and bankruptcy. It also addresses the legal implications of consumer lending. Upon completion of this course, students should be able to identify the sources and applications of banking law; to explain the torts and crimes in the banking industry; to explain the legal implications of bankruptcy and consumer lending.			
<b>AIB 215</b>	<b>Law and Banking: Applications</b>	<b>4</b>	<b>0</b>	<b>4</b>
	This course is an introduction to laws pertaining to secured transactions, letters of credit and the bank collection process. It also covers check losses and a broad range of legal issues related to processing checks. Upon completion of this course, students should be able to understand the implications of the laws related to collateral, perfection and default; to explain the use and implications of commercial paper, holder in due course, liability, bank collections, letters of credit, and secured transactions.			

<b>AIB 220</b>	<b>Money and Banking</b>	<b>4</b>	<b>0</b>	<b>4</b>	This course is designed to present basic economic principles as they relate to banking. Upon completion of this course, students should be able to explain the economy and how it works; describe the Federal Reserve System and the business of banking as related to these areas; define the monetary policy and its impact on financial markets and banks; discuss alternative theories of money's role in the economy; state fiscal policy; interpret trends in banking.
<b>AIB 225</b>	<b>Introduction to Commercial Lending</b>	<b>3</b>	<b>0</b>	<b>3</b>	Upon completion of this course, students should be able to describe the lending function of a commercial bank; prepare financial reports using accepted formats; explain loan department functions and interaction with loan customers; apply the steps in the decision process as it involves structuring the loan; apply proper procedures in problem loans; manage the loan portfolio; explain the influence of regulations; describe the business development functions.
<b>AIB 230</b>	<b>Fundamentals of Bank Data Processing</b>	<b>4</b>	<b>0</b>	<b>4</b>	This course, which presents material in a nontechnical style, comprehensively covers the topic of data processing applications to banking. Upon completion of this course, students should be able to explain the basic functions of physical components of a data processing system; explain the possible implications of data communication and various types of software on the banking industry; apply basic principles to the management of a data processing environment; apply the proper procedures in managing a data processing project; identify and explain the applications of data processing in banking.
<b>AIB 235</b>	<b>Deposit Operations</b>	<b>4</b>	<b>0</b>	<b>4</b>	This course is a comprehensive treatment of where the U.S. payments system stands now and where it is headed. This course examines bank deposit-taking activities, considers how banks manage deposited funds, and explores the shift in the U.S. payments mechanism electronic funds and what this shift means for banks in the future. Upon completion of this course, students should be able to explain the regulatory structure affecting deposits; identify and explain the changing roles of deposits and depositories; discuss the implications of paper versus electronic payments; indicate the source and uses of bank funds; discuss the evolving bank system.
<b>AIB 240</b>	<b>Bank Seminar</b>	<b>4</b>	<b>0</b>	<b>4</b>	This highly specialized course addresses current banking topics. Research of current professional literature, guest speakers, and class discussion will involve the student in the exploration of the selected topic.

<b>AIB 245</b>	<b>Financial Planning for Bankers</b>	<b>4</b>	<b>0</b>	<b>4</b>
	This course gives an introduction to the financial planning process and its applications. Upon completion of this course, students should be able to explain and apply the basic planning process; identify the bank employee's role in financial planning; explain the place of financial planning in a new banking environment; identify the current trends of consumers and financial planning; discuss the possible future of financial planning.			
<b>AIB 250</b>	<b>Analyzing Financial Statements</b>	<b>3</b>	<b>0</b>	<b>3</b>
	In this course, students will gain a basic understanding of financial statements and their use in lending. Upon completion of the course, students should be able to apply the proper techniques in financial statement analysis, trends and ratio analysis, seasoning lending analysis, and term lending analysis; as well as contractor accounting and analysis.			
<b>AIB 255</b>	<b>Accounting I</b>	<b>5</b>	<b>0</b>	<b>5</b>
	An introductory course which acquaints the student with the accounting terminology, basic principles, techniques, papers, and special journals used in recording transactions for a business. Upon completion of this course, students should be able to explain the accounting cycle; apply the proper procedures in journal entries and papers; apply basic accounting principles to the accounting operation of a hypothetical business.			
<b>AIB 256</b>	<b>Accounting II</b>	<b>5</b>	<b>0</b>	<b>5</b>
	A continuation of AIB 255 with an emphasis on the use of credit instruments, inventory valuation, depreciation, internal control, payroll taxes, and partnership accounting. Prerequisites: AIB 255 or BUS 120 or instructor's permission.			
<b>AIB 260</b>	<b>Marketing for Bankers</b>	<b>4</b>	<b>0</b>	<b>4</b>
	This course provides a thorough grounding in basic marketing principles and theory and their practical application to the banking industry. Upon completion of the course, student should be able to conduct marketing in the organization; interpret consumer motivation and buying behavior and apply marketing information and research to this area of banking; identify and explain the marketing management process — situational analysis, formulation of a master marketing strategy, performance monitoring and evaluation; demonstrate knowledge of marketing as it relates to the wholesale side of banking; describe the significance of public relations and communications to the banking industry.			
<b>AIB 265</b>	<b>The Trust Business</b>	<b>4</b>	<b>0</b>	<b>4</b>
	This course provides an overview of the trust department. Upon completion of this course, students should be able to explain the role of the trust department in a commercial bank and how it fits			



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into the overall banking business; identify the services provided and how they are delivered; describe the changing role of the trust department.

<b>AIB 270</b>	<b>Bank Management</b>	<b>4</b>	<b>0</b>	<b>4</b>
This course is designed to provide the prospective bank manager with a practical and conceptual grounding in bank management. It examines the issues that bank managers deal with on a daily basis, including staff and management controls, and organizational planning. Upon completion of this course, students should be able to formulate objectives and policies; interpret deposit, loan and trust functions; describe current banking issues; describe use of bank funds; explain bank investment accounts; interpret the art of management; demonstrate cases in bank management.				
<b>AIB 275</b>	<b>Trust Operations</b>	<b>4</b>	<b>0</b>	<b>4</b>
This course discusses the concepts and ideas that comprise the various trust functions and translates them into workable procedure. This course focuses primarily on the development of the knowledge and attitudes that are required to perform special tasks. Upon completion of this course, students should be able to explain securities, securities funds, and special investments; identify securities industry participants; present an overview of the trust business; identify and use various types of trust accounts and services; explain and apply various trust accounting functions and procedures, use appropriate trust documentation, recordkeeping, and account reporting procedures.				
<b>AIB 280</b>	<b>Consumer Credit Analysis</b>	<b>4</b>	<b>0</b>	<b>4</b>
This course presents more advanced knowledge about the tasks associated with making a consumer loan. Upon completion of this course, students should be able to give an in-depth explanation of legal and regulatory issues affecting consumer credit; apply the procedures involved in credit application, investigating and scoring, identify and follow through on credit decision considerations; demonstrate skills in loan interviewing, documentation, and review.				
<b>AIB 285</b>	<b>Bank Accounting</b>	<b>4</b>	<b>0</b>	<b>4</b>
This course teaches bank accounting principles and how to apply them to typical bank financial statements. Upon completion of this course, students should be able to apply accounting principles to statements of financial position and income, cash and due from banks, investment securities, loans, deposits, non-deposit borrowing, nonearning assets, shareholders' equity. Prerequisite: AIB 255 or instructor's permission.				

<b>AIB 290</b>	<b>Bank Cards</b>	<b>4</b>	<b>0</b>	<b>4</b>
	This course presents an overview of the bank card industry. Upon completion of this course, students should be able to describe the impact of bank cards in the American economy and the major issues affecting them; demonstrate a knowledge of the processing system; discuss the legal and regulatory issues affecting bank cards.			
<b>AIB 295</b>	<b>Bank Investments</b>	<b>4</b>	<b>0</b>	<b>4</b>
	This course presents the factors that affect the investment strategies and decisions, grounded in a framework of fundamental investment concepts such as risk, liquidity and yield. The basic characteristics of the major types of bank investments are studied, along with the relationship of investment management to other areas of banking and the national economy. Upon completion of this course, students should be able to identify and describe securities — U.S. Treasury, federal agency, state and local; define revenue bonds, money market investments, securities markets; explain investment objectives — short-term and long-term; identify tax factors in bank investment; explain primary and secondary reserves; and define investment accounts — maturity strategies.			
<b>ANT 102</b>	<b>Cultural Anthropology</b>	<b>5</b>	<b>0</b>	<b>5</b>
	Comparative study of human social institutions such as kinship, subsistence patterns, religion, politics; methods and theories; language and culture.			
<b>ART 205</b>	<b>History and Appreciation of Art</b>	<b>5</b>	<b>0</b>	<b>5</b>
	The aims of the course are to establish an understanding of art, to develop an appreciation for the relationship between art and man, and to study art in a cultural environment.			
<b>ART 236</b>	<b>Art Activities for the Classroom</b>	<b>3</b>	<b>0</b>	<b>3</b>
	Designed to present art activities such as the fundamentals of cartooning, line drawing, and bulletin board designing for the elementary school classroom.			
<b>AUT 1201</b>	<b>Internal Combustion Engines</b>	<b>3</b>	<b>9</b>	<b>6</b>
	Study of the construction and operation of components of internal combustion engines. Development of a thorough knowledge and ability in using, maintaining, and storing the various hand tools and measuring devices needed in engine repair work.			
<b>AUT 1202</b>	<b>Engine Servicing</b>	<b>2</b>	<b>6</b>	<b>4</b>
	Testing of engine performance; servicing and maintenance of pistons, valves, cams and camshafts, fuel and exhaust systems, cooling systems; proper lubrication; and methods of testing, diagnosing and repairing.			

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<b>AUT 1203</b>	<b>Auto Electrical Systems</b>	<b>4</b>	<b>9</b>	<b>7</b>
	A thorough study of the electrical and fuel systems of the automobile. Battery cranking mechanism, generator, ignition, accessories and wiring.			
<b>AUT 1204</b>	<b>Auto Fuel Systems</b>	<b>2</b>	<b>6</b>	<b>4</b>
	Construction and operation principles of fuel pumps, carburetors. Fuel injectors will be covered. Procedures for rebuilding and all adjustments will be studied. Special emphasis will be given to diesel injection principles that apply to automotive application.			
<b>AUT 1205</b>	<b>Diesel Engine Diagnosis</b>	<b>2</b>	<b>6</b>	<b>4</b>
	Combustion requirements, special methods used in diesel engines to achieve proper fuel ratios. Complete testing procedures and equipment for injectors and nozzles. Emphasis is placed on different malfunctions likely to occur in practice.			
<b>AUT 1221</b>	<b>Auto Braking Systems</b>	<b>2</b>	<b>6</b>	<b>4</b>
	A complete study of various braking systems employed on automobiles and light weight trucks. Emphasis is placed on how they operate, proper adjustments and repair.			
<b>AUT 1223</b>	<b>Auto Chassis</b>	<b>3</b>	<b>9</b>	<b>6</b>
	Principles and functions of the components of automotive chassis. Practical job instruction in adjusting and repairing suspension, and steering systems. Units to be studied will be shock absorbers, springs, steering systems, steering linkage and front end and alignment.			
<b>AUT 1224</b>	<b>Auto Power Trains</b>	<b>3</b>	<b>9</b>	<b>6</b>
	Principles and functions of automotive power train systems; clutches, transmission gear, torque converters, drive shaft assemblies, rear axle and differentials. Identification of troubles, servicing and repair.			
<b>AUT 1225</b>	<b>Auto Diagnosis</b>	<b>2</b>	<b>6</b>	<b>4</b>
	Emphasis is on the shop procedures necessary in determining the nature of troubles developed in the various component systems of the automobile. Trouble-shooting of automotive systems, providing a full range of experiences in testing, adjusting, repairing and replacing.			
<b>AUT 1226</b>	<b>Advanced Electrical Systems</b>	<b>3</b>	<b>9</b>	<b>6</b>
	Detailed study in theory and construction of electronic controlled charging and ignition systems.			



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<b>AUT 1227</b>	<b>Advanced Fuel Systems</b>	<b>3</b>	<b>9</b>	<b>6</b>
	Extensive practices in repairing and adjusting multi-Venturi carburetors of latest types and fuel injection systems on domestic and import cars will be covered. Auto-emission control systems repair and adjustments emphasized.			
<b>AUT 1228</b>	<b>Advanced Automatic Transmission</b>	<b>3</b>	<b>9</b>	<b>6</b>
	Extensive study and practice in operational theory of the latest types of automatic transmissions.			
<b>AUT 1229</b>	<b>Advanced Transmission Servicing</b>	<b>3</b>	<b>9</b>	<b>6</b>
	Emphasis placed upon diagnostic road-testing, repair and final linkage adjustments made after repair and replacement in chassis.			
<b>AUT 1230</b>	<b>Advanced Auto Shop Service</b>	<b>3</b>	<b>9</b>	<b>6</b>
	Introduction to auto shop foremanship and specifications for rebuilding, replacing, and repair of working components of the automobile. Emphasis will be upon proper engine overhaul, brake service and front end servicing.			
<b>AUT 1231</b>	<b>Diagnostic Tune-Up</b>	<b>3</b>	<b>9</b>	<b>6</b>
	Offers additional time for study and practical application of all tune up and test lab equipment. Emphasis will be upon diagnosing trouble from test results and adjusting and servicing engines with various types of Emission Control Systems.			
<b>AUT 1244</b>	<b>Power Trains</b>	<b>3</b>	<b>9</b>	<b>6</b>
	A study is made of types of gears, gear reduction ratios, gear combinations, bearings, types of clutches, drive lines, universals and hydraulics as applied to power transmissions. Laboratory instruction is offered in the repair and servicing of clutches, fluid couplings and torque converters, standard power overdrive, multiple and automatic transmissions, drive lines and universal joints, and single speed and multispeed final drive assemblies.			
<b>AUT 1245</b>	<b>Automotive Electronics</b>	<b>4</b>	<b>6</b>	<b>6</b>
	A thorough study and understanding of voltage, current, resistance and using ohm's law in solving electrical circuit problems that might occur in the electronic circuit of a car.			
<b>AUT 1311</b>	<b>Auto Body Welding</b>	<b>1</b>	<b>3</b>	<b>2</b>
	A study of the different types of metals used in auto manufacturing and the different welding processes used in repair. Instruction will be given in oxyacetylene, MIG and spot welding as it pertains to auto body repair. Shop and personal safety will be stressed throughout the course.			

<b>AUT 1317</b>	<b>Frame and Unibody Straightening and Alignment</b>	<b>2</b>	<b>4</b>	<b>6</b>	An introduction to hydraulic straightening equipment (basic pushing, pulling, spreading and clamping setups). Instruction will be given in types of body and frame misalignment, use of gauges and measuring systems to locate damage, and body and frame straightening machines. Students will study the various types of suspension systems and how they are affected by body and frame misalignment. Personal safety, safety of others, and shop safety will be discussed.
<b>AUT 1320</b>	<b>Metal Finishing and Plastic Fillers</b>	<b>2</b>	<b>6</b>	<b>4</b>	Orientation to auto body repair and the types of body construction used in manufacturing. Students will learn the proper use of hand and power tools and their safe operation. Development of skills in analyzing auto body damage, and removing this damage. Metal will be restored using hammers, dollies, picks, files and plastic filler. Shop and personal safety will be stressed throughout the course.
<b>AUT 1321</b>	<b>Auto Body Sheet Metal and Structural Replacement</b>	<b>2</b>	<b>6</b>	<b>4</b>	In this course, students will remove and replace sheet metal and structural members on frame and unibody type vehicles. Instruction will be given in types of removal, panels and members. Shop and personal safety will be included in instruction.
<b>AUT 1322</b>	<b>Estimating Auto Body Damage</b>	<b>1</b>	<b>3</b>	<b>2</b>	Students will be instructed in the use of the auto body parts and rate manuals, and what to look for on a damaged vehicle. Students will use this knowledge to prepare competitive damage estimates on practice vehicles. Instructor will put the student in various situations such as dealing with a customer, ordering repair parts, reaching agreed prices with insurance companies, etc.
<b>AUT 1323</b>	<b>Metallic and Fiberglass Fillers</b>	<b>2</b>	<b>6</b>	<b>4</b>	Instruction will be given in the application of lead, solder, brass and fiberglass fillers to restore metal and fiberglass panels. Students will gain knowledge of these fillers and the areas of the automobile where they should be applied. Personal and shop safety will also be discussed.
<b>AUT 1324</b>	<b>Lacquer Painting</b>	<b>2</b>	<b>6</b>	<b>4</b>	During this study of lacquer painting, students will learn the steps in preparing and applying a lacquer finish. Students will gain experience in use and care of spray equipment; sanding materials and techniques; masking and priming; painting materials and the application of lacquer paint in spot, blend, panel, and overall re-finishing of autos. Personal and shop safety will be stressed.

<b>AUT 1325</b>	<b>Enamel and Urethane Painting</b>	<b>2</b>	<b>6</b>	<b>4</b>
A study of the refinishing procedures utilizing enamel and urethane base materials. Students will engage in spot, panel and overall refinishing of vehicles using these materials. Paint booth location and design will be studied. Personal safety will be stressed during the application of these materials.				
<b>AUT 1326</b>	<b>Auto Glass and Trim</b>	<b>1</b>	<b>3</b>	<b>2</b>
Students will gain knowledge in the removal and replacement of auto glass, glass regulators, upholstery and trim. Plastic welding, plastic painting, and upholstery dying will be included in the study; along with body and trim care. Shop and personal safety will be stressed throughout the course.				
<b>AUT 1327</b>	<b>Paint Equipment and Surface Preparation</b>	<b>2</b>	<b>6</b>	<b>4</b>
A thorough study of body shop paint equipment and operation (air compressors, air transformers, hoses, paint booths, drying equipment, respirators, and spray guns). This equipment will be discussed pertaining to types, installation, operation, safety, maintenance, and price of equipment. Also included will be a study of surface preparation and paint materials. Instruction will be given in sanding, cleaning, primers, thinners, masking, mixing paint and matching color. Personal and shop safety will be discussed.				
<b>AUT 1328</b>	<b>Shop Situations I</b>	<b>1</b>	<b>3</b>	<b>2</b>
A time for the student to work on a project vehicle to increase skill and confidence levels. Project must be approved by the instructor, who will act as a shop foreman. Repairs will be limited to welding, metal finishing, plastic filling, and glass and trim work. Students must prepare a work order and repair estimate on each project. Grades will be given on satisfactory repairs, safety operations, and competitive estimates.				
<b>AUT 1329</b>	<b>Shop Situations II</b>	<b>1</b>	<b>3</b>	<b>2</b>
A time for the student to improve skill and confidence levels. Students will work on project vehicles with the instructors approval and supervision. Repairs will be limited to metallic and fiberglass filling and surface preparations. During this study students will service and maintain shop equipment under the instructors supervision. Grades will be given on satisfactory repairs and safety operations.				
<b>AUT 1330</b>	<b>Shop Situations III</b>	<b>1</b>	<b>3</b>	<b>2</b>
A time for students to gain experience and increase skill levels in the straightening and alignment of unibody and standard frames; and the replacement of sheet metal and structural members. Students will estimate and analyze frame damage, and determine the				



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corrective forces needed for repair and remove and replace sheet metal and structural members. Personal and shop safety will be reviewed for this course.

<b>AUT 1331</b>	<b>Shop Situations IV</b>	<b>1</b>	<b>3</b>	<b>2</b>	During this course, students will be required to prepare and refinish vehicle using lacquer, enamel and urethane materials. Students must make satisfactory repairs in spot, panel, and overall repairs. The instructor will supervise and grade the completed projects. Students will be graded on safety habits, preparation, application, and final appearance of the project.
<b>BIO 101</b>	<b>General Biology I</b>	<b>5</b>	<b>2</b>	<b>6</b>	The science of biology, physiochemical nature of protoplasts emphasizing the role of DNA, RNA and cellular enzymes; cell structure, mitosis and meiosis, basic genetics, selected studies of plants emphasizing embryological observations and experimentation are the major topics of this course.
<b>BIO 102</b>	<b>General Biology II</b>	<b>5</b>	<b>2</b>	<b>6</b>	This course is the sequel to General Biology I (BIO 101) dealing with animal studies, morphology, physiology, homeostasis, taxonomy, behavior, and ecology of living organisms, as well as the evolution of life. Prerequisite: BIO 101 or permission of the instructor.
<b>BIO 300</b>	<b>Cardiopulmonary Resuscitation (CPR)</b>	<b>1</b>	<b>0</b>	<b>1</b>	Teaches and develops skills in the life saving procedure of Cardiopulmonary Resuscitation. Practical application with appropriate equipment is used extensively. Upon successful completion of course, persons will be certified in CPR.
<b>BIO 301</b>	<b>Multimedia First Aid and Cardiopulmonary Resuscitation</b>	<b>0</b>	<b>2</b>	<b>1</b>	A student will learn and develop skills in the life-saving procedures of First Aid and Cardiopulmonary Resuscitation. Multimedia presentations are used extensively. Practical application re-enforces the learning. Upon successful completion of course, persons will be certified in CPR.
<b>BIO 1101</b>	<b>Basic Science</b>	<b>5</b>	<b>4</b>	<b>6</b>	This course is designed to give the beginning student an understanding of basic science principles and their relationship to practical nursing. This course includes the study of the structure and functions of the human body, principles of food and nutrition and selected effects of microbiology as related to nursing.

<b>BUS 100</b>	<b>Business Mathematics</b>	<b>2</b>	<b>2</b>	<b>3</b>	This course provides instruction in the fundamentals of business mathematical applications. Emphasis is placed on the computation of payrolls, commissions, discounts, interest, markups and mark-downs. Instruction includes the electronic calculator.
<b>BUS 101</b>	<b>Introduction to Business</b>	<b>3</b>	<b>0</b>	<b>3</b>	A survey of business practices with particular emphasis on financing, marketing, internal control, and management.
<b>BUS 102</b>	<b>Basic Typewriting</b>	<b>3</b>	<b>2</b>	<b>4</b>	Introduction to the touch typewriting system with emphasis on correct techniques, mastery of the keyboard, development of speed and accuracy, and simple business correspondence.
<b>BUS 102A</b>	<b>Basic Typewriting I</b>	<b>2</b>	<b>1</b>	<b>2</b>	Introduction to the touch typewriting system with emphasis on correct techniques. Student must complete BUS 102A and BUS 102B to receive credit.
<b>BUS 102B</b>	<b>Basic Typewriting II</b>	<b>1</b>	<b>1</b>	<b>2</b>	Mastery of the keyboard, simple business correspondence, tabulations, and manuscripts. Prerequisite: BUS 102A. Student must complete both BUS 102A and BUS 102B to receive credit.
<b>BUS 103</b>	<b>Intermediate Typewriting</b>	<b>3</b>	<b>2</b>	<b>4</b>	Development of typewriting speed and accuracy with further mastery of correct typewriting techniques as applied to correspondence, tabulations, forms, and manuscripts. Prerequisite: BUS 102 or equivalent.
<b>BUS 104</b>	<b>Advanced Typewriting</b>	<b>3</b>	<b>2</b>	<b>4</b>	Emphasis on production typing problems and speed building, and the development of the student's ability to function as an expert typist producing mailable copies. Prerequisite: BUS 103.
<b>BUS 105</b>	<b>Professional Typewriting</b>	<b>3</b>	<b>2</b>	<b>4</b>	Emphasis on the development of individual production rates and correct procedures within the area of specialization (executive, general office, legal, or medical). The student learns the techniques needed in planning and typing various business projects that closely approximate actual office experiences. Prerequisite: BUS 104.
<b>BUS 106</b>	<b>Shorthand I</b>	<b>3</b>	<b>2</b>	<b>4</b>	A beginning course in the theory and practice of reading and writing shorthand with emphasis on phonetics, penmanship, word families, brief forms, and phrases.

<b>BUS 107</b>	<b>Shorthand II</b>	<b>3</b>	<b>2</b>	<b>4</b>	Continued study of theory with greater emphasis on dictation and elementary transcription. Prerequisite: BUS 106 or instructor's permission.
<b>BUS 108</b>	<b>Shorthand III</b>	<b>3</b>	<b>2</b>	<b>4</b>	Emphasis on development of speed in dictation and accuracy in transcription. Prerequisite: BUS 107 or instructor's permission.
<b>BUS 112</b>	<b>Records Management</b>	<b>3</b>	<b>0</b>	<b>3</b>	This course provides instruction and actual practice in alphabetic, geographic, numeric, and subject correspondence filing.
<b>BUS 115</b>	<b>Business Law</b>	<b>3</b>	<b>0</b>	<b>3</b>	A general course designed to acquaint the student with certain fundamentals and principles of business law, including contracts and sales.
<b>BUS 116</b>	<b>Business Law</b>	<b>3</b>	<b>0</b>	<b>3</b>	Includes the study of laws pertaining to bailments, commercial paper, agency, and employment.
<b>BUS 118</b>	<b>Basic Secretarial Accounting</b>	<b>5</b>	<b>0</b>	<b>5</b>	A study of the basic accounting principles. Students will prepare journals, general and subsidiary ledgers, work sheets, income statements, and year-end summarizations.
<b>BUS 119</b>	<b>Advanced Secretarial Accounting</b>	<b>5</b>	<b>0</b>	<b>5</b>	This course includes the study of banking procedures; timekeeping and payroll computations, income tax procedures and practical application of accounting principles. Prerequisite: BUS 118 or instructor's permission.
<b>BUS 120</b>	<b>Accounting Principles I</b>	<b>5</b>	<b>0</b>	<b>5</b>	An introductory course which acquaints the student with the accounting terminology, basic principles, techniques, papers, and special journals used in recording transactions for a business. Practical application of the principles learned are made by working problems for a company.
<b>BUS 121</b>	<b>Accounting Principles II</b>	<b>5</b>	<b>0</b>	<b>5</b>	A continuation of BUS 120 with emphasis on the use of credit instruments, inventory valuation, depreciation, internal control, payroll taxes, and partnership accounting. Prerequisite: BUS 120 or instructor's permission.



<b>BUS 122</b>	<b>Accounting Principles III</b>	<b>5</b>	<b>0</b>	<b>5</b>	This course includes the study of proprietorship, departments, branches, budgetary control, decision making, and statement analysis. Emphasis is placed on recording, summarizing, and interpreting accounting data. Prerequisite: BUS 121 or instructor's permission.
<b>BUS 123</b>	<b>Business Finance</b>	<b>3</b>	<b>0</b>	<b>3</b>	Financing federal, state, and local government and the ensuing effects upon the economy. Factors affecting supply or funds, monetary and credit policies.
<b>BUS 124</b>	<b>Business Finance</b>	<b>3</b>	<b>0</b>	<b>3</b>	Financing of business units, as individuals, partnerships, corporations and trusts. A detailed study is made of short-term, and consumer financing.
<b>BUS 165</b>	<b>Fundamentals of Real Estate</b>	<b>6</b>	<b>0</b>	<b>6</b>	This course consists of instruction in fundamental real estate principles and practices including real estate law, financing, brokerage, closing, valuation, management, and taxation. Also included is instruction on residential building construction, land use, the real estate market and the North Carolina Real Estate License Law and Rules/Regulations of the North Carolina Real Estate Licensing Board.
<b>BUS 165A</b>	<b>Fundamentals of Real Estate</b>	<b>3</b>	<b>0</b>	<b>3</b>	This course consists of instruction in fundamental real estate principles and practices, including real estate law, financing, brokerage, closing, valuation, management, and taxation. Also included is instruction on residential building construction, land use, the real estate market and the North Carolina Real Estate License Law and Rules/Regulations of the North Carolina Licensing Board. (Please Note: Recommendations to sit for the Licensing Exam will be awarded only upon successful completion of BUS 165A & BUS 165B.)
<b>BUS 165B</b>	<b>Fundamentals of Real Estate</b>	<b>3</b>	<b>0</b>	<b>3</b>	Continuation of BUS 165A. (Please Note: Recommendation to sit for the Licensing Exam will be awarded only upon successful completion of BUS 165A and BUS 165B.)
<b>BUS 166</b>	<b>Residential Real Estate Appraisal</b>	<b>3</b>	<b>0</b>	<b>3</b>	Fundamentals of residential real estate appraisal are covered. Cost approach, Market approach, and income approach are covered and applied through practical exercises.

<b>BUS 167</b>	<b>Real Estate Law</b>	<b>3</b>	<b>0</b>	<b>3</b>	Real Estate Law will provide a practical working knowledge of legal concepts and practices affecting real estate in general and real estate brokerage in particular. Prerequisites: BUS 162, BUS 163 or BUS 165.
<b>BUS 168</b>	<b>Real Estate Finance</b>	<b>3</b>	<b>0</b>	<b>3</b>	Real Estate Finance emphasizes the financial aspects of the real estate profession. Topics covered include: types and sources of mortgage funds, secondary mortgage market, special finance methods, finance legislation, residential and income property loan analysis. Prerequisites: BUS 162, BUS 163 or BUS 165.
<b>BUS 169</b>	<b>Real Estate Brokerage Operations</b>	<b>3</b>	<b>0</b>	<b>3</b>	This course consists of basic instruction in the various aspects of real estate brokerage operations, including establishing a brokerage firm, management concepts and practices, personnel and training, marketing operations, records/bookkeeping systems (including trust account bookkeeping), and financial operations. All persons applying for a broker license on or after September 1, 1984 must have completed this new Brokerage Operations course regardless of the number of classroom hours previously completed.
<b>BUS 180</b>	<b>Secretarial English</b>	<b>5</b>	<b>0</b>	<b>5</b>	This course provides instruction in the fundamentals of business English and rules for their use in order to become proficient in the language arts skills required in today's offices.
<b>BUS 183</b>	<b>Legal Terminology</b>	<b>3</b>	<b>0</b>	<b>3</b>	Course to develop an understanding of the legal terminology and vocabulary as used in the legal profession.
<b>BUS 184</b>	<b>Advanced Legal Terminology</b>	<b>3</b>	<b>0</b>	<b>3</b>	A continuation of BUS 183. Prerequisite: BUS 183 or instructor's permission.
<b>BUS 193</b>	<b>Basic Medical Terminology</b>	<b>3</b>	<b>0</b>	<b>3</b>	Course to develop an understanding of the medical terminology and vocabulary as used in the medical profession.
<b>BUS 194</b>	<b>Advanced Medical Terminology</b>	<b>3</b>	<b>0</b>	<b>3</b>	A continuation of BUS 193 with emphasis on the relationship of medical words to the body, in both health and disease. Prerequisite: BUS 193 or instructor's permission.

<b>BUS 209</b>	<b>Machine Transcription I</b>	<b>2</b>	<b>2</b>	<b>3</b>	Introductory course in the correct techniques of operating dictation/transcription equipment, plus fundamentals of transcription such as spelling, punctuation, grammar, letter placement, and the use of reference materials. Prerequisite: BUS 103.
<b>BUS 210</b>	<b>Machine Transcription II</b>	<b>2</b>	<b>2</b>	<b>3</b>	Continuation of BUS 209 through intermediate skill level with emphasis on setting up business correspondence and furthering transcription competencies. Prerequisite: BUS 209.
<b>BUS 211</b>	<b>Machine Transcription III</b>	<b>2</b>	<b>2</b>	<b>3</b>	The student will continue to develop speed, accuracy, and vocabulary to meet the machine transcription requirements appropriate to the area of program specialization. Prerequisite: BUS 210.
<b>BUS 215</b>	<b>Office Procedures</b>	<b>3</b>	<b>2</b>	<b>4</b>	A course designed to acquaint the student with the responsibilities encountered by secretarial personnel in today's offices.
<b>BUS 220</b>	<b>Payroll Accounting</b>	<b>3</b>	<b>0</b>	<b>3</b>	A complete course in payroll procedures including computation of gross earnings, recording and paying the payroll, and introductions to various payroll systems.
<b>BUS 222</b>	<b>Intermediate Accounting I</b>	<b>5</b>	<b>0</b>	<b>5</b>	Thorough treatment of the field of general accounting providing the necessary foundation for specialized studies that follow. The course includes, among other aspects, the balance sheet, income statement, fundamental processes of recording, cash and temporary investments. Prerequisite: BUS 122 or instructor's permission.
<b>BUS 223</b>	<b>Intermediate Accounting II</b>	<b>5</b>	<b>0</b>	<b>5</b>	Additional study of intermediate accounting with emphasis on investments, plant and equipment, intangible assets and deferred charges, long-term liabilities, paid-in capital, retained earnings, and special analytical processes. Prerequisite: BUS 222 or instructor's permission.
<b>BUS 225</b>	<b>Cost Accounting</b>	<b>5</b>	<b>0</b>	<b>5</b>	Nature and purposes of cost accounting: accounting for direct labor, materials, and factory overhead; job cost principles, standard cost principles, and procedures; selling and distribution cost; timekeeping and payroll procedures; budgets and executive use of cost figures. Prerequisite: BUS 121 or instructor's permission.
<b>BUS 229</b>	<b>Income Taxes</b>	<b>5</b>	<b>0</b>	<b>5</b>	A study of federal income taxes with emphasis on the preparation of individual tax returns.



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<b>BUS 229A</b>	<b>Income Taxes</b>	<b>3</b>	<b>0</b>	<b>3</b>
	The first of two sections of a study of federal income taxes with emphasis on the preparation of federal individual tax returns.			
<b>BUS 229B</b>	<b>Income Taxes</b>	<b>2</b>	<b>0</b>	<b>2</b>
	A continuation of BUS 229A Income Taxes.			
<b>BUS 231</b>	<b>Auditing</b>	<b>5</b>	<b>0</b>	<b>5</b>
	A study of the most recent developments in auditing theory, standards, procedures, and reports. Emphasis will be placed on internal control review and evaluation, on statistical sampling theory and application, and on procedural testing. Audit objectives, reports, procedures, and review are presented. Prerequisite: BUS 122 or instructor's permission.			
<b>BUS 232</b>	<b>Sales Development</b>	<b>3</b>	<b>0</b>	<b>3</b>
	A study of retail, wholesale and specifically selling. Emphasis is placed upon mastering and applying the fundamentals of selling. Preparation for and execution of sales demonstrations required.			
<b>BUS 233</b>	<b>Personnel Management</b>	<b>3</b>	<b>0</b>	<b>3</b>
	Principles of organization and management of personnel, procurement, placement, training, performance checking, remuneration, labor relations, fringe benefits and security are included. The role of personnel management in an organization is stressed.			
<b>BUS 234</b>	<b>Personnel Problems</b>	<b>3</b>	<b>0</b>	<b>3</b>
	Continued objectives, functions and organization of personnel programs in various levels and settings are included. Problem-solving and case study methods are emphasized.			
<b>BUS 235</b>	<b>Business Management</b>	<b>3</b>	<b>0</b>	<b>3</b>
	Principles of business management including an overview of major functions of management, such as planning, organizing, directing and controlling.			
<b>BUS 236</b>	<b>Small Business Management</b>	<b>3</b>	<b>0</b>	<b>3</b>
	An overview of the small business scene including essentials for planning, financing, and controlling the small firm. Form, structure, merchandising, and sales are included.			
<b>BUS 237</b>	<b>Small Business Management Problems</b>	<b>3</b>	<b>0</b>	<b>3</b>
	Management problems in the small business setting. Case study and problem solving techniques are emphasized.			

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<b>BUS 238</b>	<b>Sales and Inventory Procedures</b>	<b>3</b>	<b>0</b>	<b>3</b>
	Emphasis on selling procedures, customers relations, marketing and displaying merchandise, use of the cash register, credit card sales, and inventory record-keeping as required for a general sales clerk.			
<b>BUS 239</b>	<b>Marketing</b>	<b>3</b>	<b>0</b>	<b>3</b>
	A general survey of the field of marketing, with a detailed study of the functions, policies and institutions involved in the marketing process.			
<b>BUS 240</b>	<b>Marketing Problems</b>	<b>3</b>	<b>0</b>	<b>3</b>
	A continuation of the general survey of the marketing field, with particular emphasis given to the application of principles through case analysis and problem solving. Prerequisite: BUS 239 or instructor's permission.			
<b>BUS 241</b>	<b>Sales Promotion Management</b>	<b>3</b>	<b>0</b>	<b>3</b>
	The scope and activities of sales promotion with emphasis on the coordination of advertising, display, special events, and publicity. External and internal methods of promoting business; budgeting, planning, and implementing the plan.			
<b>BUS 243</b>	<b>Advertising</b>	<b>3</b>	<b>0</b>	<b>3</b>
	The role of advertising in a free economy and its place in the media of mass communications. A study of advertising appeals, products, and markets.			
<b>BUS 245</b>	<b>Retailing</b>	<b>3</b>	<b>0</b>	<b>3</b>
	A study of the role of retailing in the economy including development of present retail structure, functions performed, principles governing effective operation and managerial problems resulting from current economic and social trends.			
<b>BUS 247</b>	<b>Business Insurance</b>	<b>3</b>	<b>0</b>	<b>3</b>
	The basic principles of risk insurance, and risk management are presented. A survey of the insurance institution is included.			
<b>BUS 248</b>	<b>Business Insurance</b>	<b>3</b>	<b>0</b>	<b>3</b>
	A continuation of BUS 247, with emphasis on insurance contract content and government regulation of insurance.			
<b>BUS 249</b>	<b>Buying and Merchandising</b>	<b>3</b>	<b>0</b>	<b>3</b>
	Analyze the organization for buying; what and how much to buy. Topics included are the psychology of dealing with people, vendor relations, planning merchandise assortment, inventory and stock control, pricing.			

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<b>BUS 271</b>	<b>Office Management</b>	<b>3</b>	<b>0</b>	<b>3</b>	Study of basic management principles as applied to the office as a business service center.
<b>BUS 272</b>	<b>Principles of Supervision</b>	<b>3</b>	<b>0</b>	<b>3</b>	Introduces the basic responsibilities and duties of the supervisor and his relationship to superiors, subordinates, and associates. Emphasis on securing an effective work force and the role of the supervisor. Methods of supervision are stressed.
<b>BUS 273</b>	<b>Word Processing Applications I</b>	<b>2</b>	<b>2</b>	<b>3</b>	This course is designed for students who have mastered basic keyboard skills and typewriting operations, who are familiar with styles and formats for typing business correspondence and reports, and who wish to gain proficiency in the basic word processing operations required in entry-level positions in word processing. Prerequisite: BUS 102 or Instructor's permission.
<b>BUS 274</b>	<b>Word Processing Applications II</b>	<b>2</b>	<b>2</b>	<b>3</b>	Continuation of BUS 273 with emphasis on advanced word processing functions. Prerequisite: BUS 273.
<b>BUS 275</b>	<b>Spreadsheet Applications</b>	<b>2</b>	<b>2</b>	<b>3</b>	This course is designed for students who wish to gain proficiency in the applications of spreadsheet software while using a microcomputer.
<b>BUS 276</b>	<b>Database Applications</b>	<b>2</b>	<b>2</b>	<b>3</b>	This course is designed for students who wish to gain proficiency in the applications of database software while using a microcomputer.
<b>BUS 277</b>	<b>Introduction to MS-DOS</b>	<b>1</b>	<b>2</b>	<b>2</b>	A study of MS-DOS designed for students who want an indepth knowledge of this disk operating system including the use of system commands, directories, files, etc.
<b>BUS 278</b>	<b>Computerized Accounting</b>	<b>2</b>	<b>2</b>	<b>3</b>	This course is designed to provide the student with fundamental principles of computerized accounting on microcomputers. It is designed to provide the student with concepts of automated accounting in the environments of general ledger, depreciation, accounts receivable, accounts payable, and payroll. Prerequisite: BUS 120 and BUS 121 or instructor's permission.



<b>BUS 1103</b>	<b>Small Business Operations</b>	<b>3</b>	<b>0</b>	<b>3</b>
	An introduction to the business world, problems of business operation, basic business law, business forms and records, financial problems, ordering and inventorying, layout of equipment and offices, methods of improving business, and employer-employee relations.			
<b>BUS 1104</b>	<b>Cosmetic Sales and Marketing</b>	<b>3</b>	<b>0</b>	<b>3</b>
	Covers the principles of salesmanship and their application to creative and effective techniques for selling fashion products, by means of role playing various selling situations.			
<b>CAR 1201</b>	<b>Framing</b>	<b>3</b>	<b>9</b>	<b>6</b>
	Introduction to the basic terms definitions and practices in floor, sill, wall, ceiling joint, and truss or rafter construction. Fasteners and special construction layout will be emphasized. Extensive practice and study will be given to plumbing, walls, bracing, bridging and rafter design.			
<b>CAR 1202</b>	<b>Roofing</b>	<b>2</b>	<b>6</b>	<b>4</b>
	Roof styles, roofing members and methods for application of the final covering such as shingles, tile and buildup types will be studied and practiced in simulated and actual on site construction. Build up roofs will be given special emphasis in flashing and sealing to eliminate roof leaks.			
<b>CAR 1203</b>	<b>Interior Wall Finish</b>	<b>2</b>	<b>6</b>	<b>4</b>
	Skill and understanding terms and practices common to the trade of interior wall finishes will be learned. Practice in installing and finishing paneling, gypsum and masonry walls will enable students to follow specification for the various building plans. Understanding of and skill in the sheet rock filling and finishing will be given special attention.			
<b>CAR 1204</b>	<b>Interior Trim</b>	<b>3</b>	<b>9</b>	<b>6</b>
	Practices in door hanging, window installation and trim, stair construction and finish combined with special molding and trim materials. Special emphasis is to be placed upon joining walls, facings and design grains in panel for finish effects.			
<b>CAR 1205</b>	<b>Forming</b>	<b>2</b>	<b>6</b>	<b>4</b>
	Definition of form terms, purpose for which forms are designed, external factors that determine the form design. Study and construction includes footing forms, wall forms, edge forms and base forms for support pillars and column supports. Emphasis will be placed on uses of different materials for form construction. Board panels, metal and fasteners and bracing used with each type of form design.			

<b>CAR 1206</b>	<b>Exterior Finish</b>	<b>3</b>	<b>9</b>	<b>6</b>	Definition and terms associated with exterior wall coverings and trim. Use of various cornice styles and molding with proper materials to match brick veneer, various wood, composition and metal siding construction. Emphasis will be upon proper understanding and interpretation of specifications as found in the working drawings for each type of siding construction.
<b>CAR 1207</b>	<b>Plumbing &amp; Wiring</b>	<b>1</b>	<b>3</b>	<b>2</b>	Instruction and application of the planning, layout and installation of wiring and plumbing in residential applications. Students will receive practice in the installation of various plumbing fixtures and circuits as per National Code regulations.
<b>CAR 1208</b>	<b>Cabinet Making</b>	<b>3</b>	<b>9</b>	<b>6</b>	Introduction to the motor driven machines found in cabinet shop use. Safety will be the first requirement in teaching the techniques for each machine operation. Cabinet design, materials, hardware and assembly of cabinet units found in kitchens, bathrooms, storage closets, where built in construction is required. Good craftsmanship will be required in each phase of cabinet work. Planning design, material selection, finishes and site installation.
<b>CAR 1209</b>	<b>Truss &amp; Prefabrication</b>	<b>2</b>	<b>6</b>	<b>4</b>	Introduction to roof truss designs, timber sizes and hardware used to build truss units as specified by unit classification. Main parts and design will meet load and space requirements specified. Students will learn how trusses and wall sections are constructed off site and transported and placed on building as complete prefabricated units.
<b>CAT 121</b>	<b>Design I (Black &amp; White)</b>	<b>1</b>	<b>4</b>	<b>3</b>	A study of the basic design fundamentals and principles, and visual problem solving methods. Emphasis is placed upon assigned problems in basic design. Studio terminology, equipment, and materials will also be stressed.
<b>CAT 122</b>	<b>Design II (Color)</b>	<b>1</b>	<b>4</b>	<b>3</b>	Assigned problems in two and three dimensional design requiring attention to principles of design. A study of pigment color and its effect on a composition.
<b>CAT 203</b>	<b>Airbrush Art</b>	<b>2</b>	<b>2</b>	<b>3</b>	In depth study of the airbrush, accessories and preparations of airbrush and photo art.

<b>CAT 211</b>	<b>Copywriting</b>	<b>2</b>	<b>2</b>	<b>3</b>	A study of the techniques used in originating effective copy for various communicative media. Emphasis is placed upon a review of existing printed materials, the encouragement of originality and completeness of purpose, attention to format. Theory and practice of originating copy for media such as retail store, outdoor posters, leaflets, business and consumer publications.
<b>CAT 212</b>	<b>Three Dimension Perspective</b>	<b>2</b>	<b>2</b>	<b>3</b>	A study and implementation of three dimensional objects, one two and three point perspective is utilized.
<b>CAT 213</b>	<b>Portfolio</b>	<b>0</b>	<b>4</b>	<b>2</b>	Preparation of the student for employment, including portfolio, resume, speech, self-presentation and professional procedures.
<b>COE 0101-0108</b>	<b>Cooperative Education Internship</b>	<b>0</b>	<b>10</b>	<b>1</b>	Through the Cooperative Education Program the student works in a position related to his program of study and/or career interest and for an employer selected and/or approved by the institution. The student is supervised periodically by a faculty member, cooperative coordinator or counselor from the institution. Normal credit hours for the field work part of a cooperative program are determined by dividing the average number of hours worked per week by ten. A student may receive a maximum of two credit hours during any one quarter. The maximum number of cooperative education credit hours that may be earned toward degree requirements depends on the individual program requirements. Prerequisite: One quarter as full-time student at Anson Community College or permission of the department chairman. In addition to satisfactory work performance requirements include, self-evaluation and related job reports for each co-op period.
<b>COM 208</b>	<b>Introduction to Journalism</b>	<b>5</b>	<b>0</b>	<b>5</b>	An introduction to the various areas of journalism, covering such areas as organization of a newspaper, format of news copy, the five W's, ethical considerations and other related topics.
<b>COS 1001</b>	<b>Scientific Study I</b>	<b>5</b>	<b>15</b>	<b>10</b>	This course is for beginners in Cosmetology. It includes a study of professional ethics, grooming and personality development, sterilization, sanitation, first aid and bacteriology, cosmetology law, anatomy, chemistry, nails, nail disorders, manicuring, hair, scalp, and skin.



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<b>COS 1001A</b>	<b>Scientific Study I</b>	<b>2</b>	<b>6</b>	<b>4</b>
	This course is for beginners in cosmetology. It includes a study of professional ethics, grooming and personality development, sterilization, sanitation, first aid and bacteriology, cosmetology law, anatomy, chemistry, nails, nail disorders, manicuring, hair, scalp, and skin.			
<b>COS 1001B</b>	<b>Scientific Study I</b>	<b>3</b>	<b>9</b>	<b>6</b>
	A continuation of Cosmetology 1001A. Prerequisite: COS 1001A.			
<b>COS 1002</b>	<b>Scientific Study II</b>	<b>5</b>	<b>0</b>	<b>5</b>
	A classroom study of skin, scalp, hair, nails, and their disorders, salesmanship, permanent waving, relaxing, hairdressing, wigs, and hair coloring. Prerequisite: COS 1001.			
<b>COS 1002A</b>	<b>Scientific Study II</b>	<b>2</b>	<b>0</b>	<b>2</b>
	A classroom study of skin, scalp, hair, nails and their disorders, salesmanship, permanent waving, relaxing, hairdressing wigs, and hair coloring. Prerequisites: COS 1001A and COS 1001B.			
<b>COS 1002B</b>	<b>Scientific Study II</b>	<b>3</b>	<b>0</b>	<b>3</b>
	A continuation of Cosmetology 1002A. Prerequisite: COS 1002A.			
<b>COS 1003</b>	<b>Scientific Study III</b>	<b>5</b>	<b>0</b>	<b>5</b>
	A classroom study of anatomy, manicuring, chemistry, cosmetics-facials, hair styling, theory of massage, scalp treatments, superfluous hair removal, grooming and hygiene. Prerequisite: COS 1002.			
<b>COS 1003A</b>	<b>Scientific Study III</b>	<b>2</b>	<b>0</b>	<b>2</b>
	A classroom study of anatomy, manicuring, chemistry, cosmetics-facials, hair styling, theory of massage, scalp treatments, superfluous hair removal, grooming and hygiene. Prerequisites: COS 1002A and COS 1002B.			
<b>COS 1003B</b>	<b>Scientific Study III</b>	<b>3</b>	<b>0</b>	<b>3</b>
	A continuation of Cosmetology 1003A. Prerequisite: COS 1003A.			
<b>COS 1004</b>	<b>Scientific Study IV</b>	<b>5</b>	<b>0</b>	<b>5</b>
	A classroom study to further prepare the student who elects to continue in Cosmetology for 1500 hours. Prerequisite: COS 1003.			
<b>COS 1004A</b>	<b>Scientific Study IV</b>	<b>2</b>	<b>0</b>	<b>2</b>
	A continuation of Cosmetology 1003. Prerequisites: COS 1003A and COS 1003B.			
<b>COS 1004B</b>	<b>Scientific Study IV</b>	<b>3</b>	<b>0</b>	<b>3</b>
	A continuation of Cosmetology 1004A. Prerequisite: COS 1004A.			

<b>COS 1011</b>	<b>Mannequin Practice I</b>	<b>0</b>	<b>17</b>	<b>6</b>	A study of finger waving, pin curling, rollers, hair relaxing, shampooing and rinses, scalp treatment, hair cutting, permanent waving, hairdressing and combing, hair tinting, bleaching, frosting, streaking, wig care and styling.
<b>COS 1011A</b>	<b>Mannequin Practice I</b>	<b>0</b>	<b>9</b>	<b>3</b>	A study of finger waving, pin curling, rollers, hair relaxing, shampooing and rinses, scalp treatment, hair cutting, permanent waving, hairdressing and combing, hair tinting, bleaching, frosting, streaking, wig care and styling.
<b>COS 1011B</b>	<b>Mannequin Practice I</b>	<b>0</b>	<b>8</b>	<b>3</b>	A continuation of Cosmetology 1011A. Prerequisite: COS 1011A.
<b>COS 1022</b>	<b>Clinical Applications I</b>	<b>0</b>	<b>32</b>	<b>11</b>	A study of live model performance. This course is designed to develop skills and understanding of techniques and applications in the area of bacteriology, pin curling, finger waving, rollers, permanent waving, chemical relaxing, hairdressing and wigs, manicuring and pedicuring, skin and scalp disorders, hair coloring, and hair cutting. Prerequisite: COS 1011.
<b>COS 1022A</b>	<b>Clinical Applications I</b>	<b>0</b>	<b>15</b>	<b>5</b>	A study of live model performance. This course is designed to develop skills and understanding of techniques and applications in the area of bacteriology, pin curling, fingerwaving, rollers, permanent waving, chemical relaxing, hairdressing and wigs, manicuring and pedicuring, skin and scalp disorders, hair coloring, and hair cutting. Prerequisites: COS 1011A and COS 1011B.
<b>COS 1022B</b>	<b>Clinical Applications I</b>	<b>0</b>	<b>17</b>	<b>6</b>	A continuation of Cosmetology 1022A. Prerequisite: COS 1022A.
<b>COS 1033</b>	<b>Clinical Applications II</b>	<b>0</b>	<b>32</b>	<b>11</b>	This course gives continued laboratory practice and application of techniques in hair shaping, professional ethics, manicuring, chemistry, cosmetics-facials, hair styling, hair coloring (rinses, etc.) and scalp treatments. Prerequisite: COS 1022.
<b>COS 1033A</b>	<b>Clinical Applications II</b>	<b>0</b>	<b>15</b>	<b>5</b>	This course gives continued laboratory practice and application of techniques in hair shaping, professional ethics, manicuring, chemistry, cosmetics-facials, hair styling, hair coloring (rinses, etc.) and scalp treatments. Prerequisites: COS 1022A and COS 1022B.
<b>COS 1033B</b>	<b>Clinical Applications II</b>	<b>0</b>	<b>17</b>	<b>6</b>	A continuation of Cosmetology 1033A. Prerequisite: COS 1033A.

<b>COS 1044</b>	<b>Clinical Applications III</b>	<b>0</b>	<b>32</b>	<b>11</b>	A continued study of laboratory practices in chemistry, sanitation, sterilization, hair coloring and lash and brow tinting, artistry in hair styling, cold waving and hair shaping. Prerequisite: COS 1033.
<b>COS 1044A</b>	<b>Clinical Applications III</b>	<b>0</b>	<b>15</b>	<b>5</b>	A continued study of laboratory practices in chemistry, sanitation, sterilization, hair coloring and lash and brow tinting, artistry in hair styling, cold waving and hair shaping. Prerequisites: COS 1033A and COS 1033B.
<b>COS 1044B</b>	<b>Clinical Applications III</b>	<b>0</b>	<b>17</b>	<b>6</b>	A continuation of Cosmetology 1044A. Prerequisite: COS 1044A.
<b>COS 3004</b>	<b>Cosmetology Instructor Training</b>	<b>4</b>	<b>12</b>	<b>8</b>	A comprehensive approach to introducing the licensed cosmetologist to the requirements of the Cosmetology Instructor Training Program and the North Carolina State Board of Cosmetic Arts. The course content includes orientation, theories of education, unit planning, daily lesson planning, and clinic management and evaluation under the supervision of the licensed cosmetology instructor. Prerequisite: Be a licensed cosmetologist with six months of experience.
<b>COS 3005</b>	<b>Cosmetology Instructor Training: Practicum</b>	<b>4</b>	<b>18</b>	<b>10</b>	A continuation of Cosmetology Instructor Training COS 3004 with emphasis on conducting theory classes, practical demonstrations, and clinical management under the direct supervision of the licensed cosmetology instructor. This course will require in-depth applications of teaching theory in the actual practice teaching of cosmetology. Prerequisite: COS 3004 Cosmetology Instructor Training.
<b>DFT 101</b>	<b>Technical Drafting I</b>	<b>1</b>	<b>4</b>	<b>3</b>	The field of drafting is introduced as the student begins study of drawing principles and practices for print reading and describing objects in the graphic language. Basic skills and techniques of drafting included are: use of drafting equipment, lettering, freehand orthographic and pictorial sketching, geometric construction, orthographic instrument drawing of principal views, and standards and practices of dimensioning. The principles of isometric, obliques and perspective are introduced.
<b>DFT 102</b>	<b>Technical Drafting II</b>	<b>1</b>	<b>4</b>	<b>3</b>	The application of orthographic projection principles to the more complex drafting problems, primary and secondary auxiliary views, simple and successive revolutions, and sections and conventions will be studied. Most important is the introduction to the graphical



	analysis of space problems. Problems of practical design elements involving points, lines, planes, and a combination of these elements shall be studied. Dimensioning practices for "Details" and "working drawings", approved by the American Standards Association will also be included. Introduction is given to intersection and development of various types of geometrical objects.			
<b>DFT 104</b>	<b>Blueprint Reading: Mechanical</b> Interpretation and reading of blueprints. Development of ability to read and interpret blueprints, charts, instruction and service manuals, and wiring diagrams. Information on the basic principles of lines, views, dimensioning procedures, and notes.	<b>1</b>	<b>2</b>	<b>2</b>
<b>DFT 105</b>	<b>Blueprint Reading and Sketching</b> Interpretation and reading of blueprints. Information on the basic principle of the blueprints; sketching, schematics and diagrams using the appropriate symbols and notes.	<b>1</b>	<b>2</b>	<b>2</b>
<b>DFT 110</b>	<b>Technical Drawing I</b> An introductory study of the graphic language, principles of mechanical drawing and orthographic projection. Skills and techniques are included in the areas of freehand lettering, geometrical constructions, sketching and shape description, multiview project, and sectional views.	<b>2</b>	<b>9</b>	<b>5</b>
<b>DFT 120</b>	<b>Technical Drawing II</b> The application of sectional views to more complex problems, primary and secondary auxiliary views, simple and successive revolutiones, and the importance of shop processes, dimensioning, and tolerancing. Includes introduction to working drawings. Prerequisite: DFT 110 or instructor's permission.	<b>2</b>	<b>9</b>	<b>5</b>
<b>DFT 130</b>	<b>Technical Drawing III</b> A study of the practices of axonometric projection, oblique projection, and perspective projection. Intersections and developments are studied, along with the drawing of gears, cam, and electronic diagrams and reproduction and control of drawings. Prerequisites: DFT 110, 120 or instructor's permission.	<b>2</b>	<b>9</b>	<b>5</b>
<b>DFT 201</b>	<b>Technical Drawing IV</b> An introduction to structural drawings, topographical drawings and mapping, pipe drawings, welding representation, graphs, alignment charts, empirical equations and graphical mathematics.	<b>2</b>	<b>9</b>	<b>5</b>
<b>DFT 204</b>	<b>Descriptive Geometry</b> A graphic analysis of space problems involving points, lines, planes, connectors, and a combination of these. Practical design problems are stressed with analytical verification where applicable. Visualization is stressed in every problem.	<b>2</b>	<b>4</b>	<b>4</b>

<b>DFT 205</b>	<b>Design Drafting I</b>	<b>2</b>	<b>9</b>	<b>5</b>	An introduction to basic design in the study of motion transfer mechanisms as they relate to power trains. Principles of design sketching, design drawing, layout drafting, and simplified drafting practices constitute areas of study. Various methods of specifying materials and workmanship are an integral part of the course.
<b>DFT 206</b>	<b>Design Drafting II</b>	<b>2</b>	<b>9</b>	<b>5</b>	A research course in solving a problem in design by consulting various manuals and periodicals and through laboratory experiments. A written technical report, preliminary design sketches, layout drawings, detail drawings, assembly and subassembly drawings, pictorial drawings, exploded assembly, patent drawings, and specifications are requested as a part of the problem. Prerequisite: DFT 205 or instructor's permission.
<b>DFT 211</b>	<b>Mechanisms</b>	<b>3</b>	<b>3</b>	<b>4</b>	An examination of mathematical and drafting room solutions of problems involving the principles of machine elements. Includes a study of motions of linkages, velocities, and acceleration of points within a link mechanism and layout methods for designing cam, belts, gears, and gear trains.
<b>DFT 1145</b>	<b>Specifications and Contracts</b>	<b>2</b>	<b>0</b>	<b>2</b>	The purpose and wirings of specifications will be studied along with their legal and practical application to working drawings. Contract documents will be analyzed and studied for the purpose of client-architect-contractor responsibilities, duties and mutual protection.
<b>DFT 1204</b>	<b>Blueprint Reading &amp; Sketching</b>	<b>1</b>	<b>3</b>	<b>2</b>	Interpretation and reading of blueprints. Information on the basic principles of blueprint; sketching, schematics and diagrams using the appropriate symbols and notes.
<b>ECO 102</b>	<b>Economics I</b>	<b>3</b>	<b>0</b>	<b>3</b>	The fundamental principles of economics including the institutions and practices by which people gain a livelihood. Included is a study of the laws of supply and demand and the principles bearing upon production, exchange, distribution, and consumption both in relation to the individual enterprise and to society at large.
<b>ECO 104</b>	<b>Economics II</b>	<b>3</b>	<b>0</b>	<b>3</b>	Greater depth in principles of economics, including a penetration in the position and pricing of national output, distribution of income, international trade and finance, and current economic problems.

<b>ECO 108</b>	<b>Consumer Economics I</b>	<b>3</b>	<b>0</b>	<b>3</b>
	Designed to help the student use resources of time, energy, and money to get the most out of life. It gives the student an opportunity to build useful skills in buying, managing finances, increasing resources, and to understand better the economy.			
<b>ECO 109</b>	<b>Consumer Economics II</b>	<b>3</b>	<b>0</b>	<b>3</b>
	A continuation of ECO 108 with emphasis on the consumer movements, government protection, and consumer problems.			
<b>ECO 110</b>	<b>Applied Economics for Client Assistance</b>	<b>3</b>	<b>0</b>	<b>3</b>
	This course is designed to provide the student with techniques to assist others in personal money management. These include: attaining the best food values, stretching your clothing dollars, managing health care dollars, and saving money on appliances, furniture and automobiles.			
<b>ECO 201</b>	<b>Principles of Economics I (MARCO)</b>	<b>5</b>	<b>0</b>	<b>5</b>
	A survey of basic economic principles, business organization, pricing mechanisms, money and banking, monetary and fiscal policy, production and distribution of national income.			
<b>ECO 202</b>	<b>Principles of Economics II (MICRO)</b>	<b>5</b>	<b>0</b>	<b>5</b>
	A continuation of Economics 201 with emphasis on international trade and finance, comparative economic systems, and current economic problems. Prerequisite: ECO 201 or instructor's permission.			
<b>EDP 102</b>	<b>Microcomputer Operations</b>	<b>1</b>	<b>2</b>	<b>2</b>
	The student will learn to use the microcomputer and various types of software to complete personal and business operations. Some programs the student will use are word processing, data base management, and spreadsheet applications. Keyboarding skills would be helpful.			
<b>EDP 104</b>	<b>Introduction to Data Processing</b>	<b>3</b>	<b>2</b>	<b>4</b>
	Fundamental concepts and operations principles of data processing systems, as an aid in developing a basic knowledge of computers, prerequisite to the detailed study of particular computer problems.			
<b>EDP 107</b>	<b>Computer Programming Logic and Techniques 2</b>	<b>2</b>	<b>3</b>	
	The student will be introduced to the computerized processing of business applications and the role of the programmer in designing programs for business applications. The student will be aware of the types of source documents to be used for input and the desired reports or other data (output) required by management from the			



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computer. Emphasis will be on analyzing data, using flow charts, program logic and processing within the computer in a step-by-step sequence.

EDP 109	<b>BASIC Language Programming I</b>	3	2	4
	Areas of study include BASIC language specification, data formats, and rules for writing source programs.			
EDP 110	<b>BASIC Language Programming II</b>	3	2	4
	The student will understand the use of advanced programming techniques and develop the skills required in handling data through various input/output devices. Student will design a program system and supporting documentation utilizing these data handling techniques. Prerequisite: EDP 109.			
EDP 111	<b>COBOL I</b>	3	2	4
	The student will utilize the business programming system as a tool in the solution of business problems and in meeting the information needs of business and industry. The scope of the problems developed will vary from a simple payroll procedure to the total information retrieval for a large and complex business and industry.			
EDP 112	<b>COBOL II</b>	3	2	4
	The student will utilize the business programming system as a tool in the solution of business problems and in meeting the information needs of business and industry.			
EDP 131	<b>File and Data Base Operations</b>	3	0	3
	The student will have indepth study of the computer operator's duties with respect to files and data bases including backup, recovery, restores, audit, and security. Topics include a brief discussion of the different file and data base structures and organizations, reading input layouts, reading output layouts, interpreting allocation messages, tape labeling, disk table of contents, and selected utilities associated with space, data, and file management.			
EDP 160	<b>Computer Operations I</b>	2	2	3
	The student will understand the operations of the computer-microcomputer and mainframe computer. Emphasis is on use of peripheral devices and equipment such as the keypunch, card sorter, burster, line printer, card/tape reading. The student will run an application system using the computer.			
EDP 207	<b>RPG II Language Programming I</b>	3	2	4
	The student will utilize the business programming system as a tool in the solution of business problems and in meeting the information needs of business and industry. The scope of the problems developed will vary from a simple payroll procedure to the total information retrieval for a large and complex business and industry.			

<b>EDP 207A</b>	<b>RPG II Language Programming I</b>	<b>1</b>	<b>2</b>	<b>2</b>	The student will utilize the business programming system as a tool in the solution of business problems and in meeting the information needs in business and industry. The scope of the problems developed will vary from a simple payroll procedure to the total information retrieval for a large and complex business and industry.
<b>EDP 207B</b>	<b>RPG II Language Programming I</b>	<b>1</b>	<b>2</b>	<b>2</b>	A continuation of RPG IIA. The student must complete both RPG IIA and RPG IIB to receive credit for this course.
<b>EDP 208</b>	<b>RPG II Language Programming II</b>	<b>3</b>	<b>2</b>	<b>4</b>	A continuation of RPG II Language Programming I. The student will understand the use of advanced programming techniques and RPG II concepts. Upon completion of this course, students should be able to: code, debug and execute RPG II programs using array processing, exception output instructions, code table look-up routines, code subroutines, and use of structured programming techniques.
<b>EDP 214</b>	<b>Computer Systems I</b>	<b>2</b>	<b>2</b>	<b>3</b>	The student will be given an introduction to computer architecture, operating systems, data file structures and organization, multi-programming, job scheduling and utilities.
<b>EDP 216</b>	<b>Data Processing Applications</b>	<b>1</b>	<b>4</b>	<b>3</b>	The student will develop occupational competencies through experience and practice in a simulated classroom laboratory or through on-the-job experience in a work data processing/computer studies. The student will be supervised and coordinated by the instructor and/or employer. The student will participate in learning activities and problem-solving activities relating to computer programming and data processing operations.
<b>EDU 203</b>	<b>Exceptional Child</b>	<b>3</b>	<b>0</b>	<b>3</b>	The study of children with developmental variations. Consideration is given to recognition of problems, community resources, and selection of appropriate activities for the child with exceptional mental or physical development.
<b>EDU 204</b>	<b>Parent Education</b>	<b>3</b>	<b>0</b>	<b>3</b>	The study of ways to involve parents in a preschool center. Topics discussed include: the purposes and value of home visitation, and programs for parents including techniques of working with parents for the total development of the child.

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<b>EDU 227</b>	<b>Educating the Minority Student</b>	<b>3</b>	<b>0</b>	<b>3</b>
	A study of minority groups, their characteristics, and problems of teaching and communicating with the disadvantaged minority student. Special attention is given to remedial programs designed for the culturally different student and/or educationally deprived student. A practicum experience is closely correlated with classroom activities so that the student may apply knowledge and skills to an on-the-job learning situation.			
<b>EDU 231</b>	<b>Creative Activities</b>	<b>3</b>	<b>0</b>	<b>3</b>
	Individual and group exploration of activities and media for promoting optimal self expression, aesthetic appreciation, creativity in young children.			
<b>EDU 234</b>	<b>Audiovisual Instruction</b>	<b>3</b>	<b>0</b>	<b>4</b>
	The scope of the course will include practical consideration involved in selecting, using and evaluating the use of educational media to be found in schools today. Experiences in the operation and proper care of audiovisual equipment and materials will be provided. The preparation of inexpensive, teacher-student made audiovisual material will also be stressed. Examples will be drawn from all subject fields and from all elementary levels of instruction.			
<b>EDU 237</b>	<b>Teaching of Reading Skills and Methods</b>	<b>5</b>	<b>0</b>	<b>5</b>
	A basic course in teaching reading. The materials and procedures used in modern school systems are studied. Attention is given to teacher-made materials for reading programs. Testing for readiness and achievement is emphasized. Use of behavioral objectives as well as descriptive and prescriptive approaches to reading is also emphasized. Specific attention is given to differentiating instruction for both fast and slow learners.			
<b>ELC 114</b>	<b>AC/DC Theory, Circuits, Machines</b>	<b>11</b>	<b>6</b>	<b>14</b>
	A study of the electrical structure of matter, electron theory, and magnetism; the relationship between voltage, current, and resistance in series, parallel, and series-parallel circuits. The study includes R L C circuits, DC generators and motors, and AC motors and transformers.			
<b>ELC 115</b>	<b>Machine Control Systems</b>	<b>3</b>	<b>8</b>	<b>7</b>
	The study of industrial process controls, repairs, and maintenance. Topics of discussion include circuits, pilot control systems, reduced voltage starting/control, and introduction to solid state power control, and ladder logic.			



<b>ELC 225</b>	<b>Industrial Wiring</b>	<b>6</b>	<b>10</b>	<b>11</b>
	Planning, layout and installation of wiring systems in industrial complexes, with emphasis on blueprint reading, code requirements, materials listing, and work scheduling. Practical experience in wiring, conduit preparation, and system installation.			
<b>ELC 1224</b>	<b>Residential Wiring</b>	<b>3</b>	<b>9</b>	<b>6</b>
	Provides instruction and application in the installation of wiring in residential applications such as: services, remote controls, lighting, fusing, wire sizes, branch circuits, conduits, National Electrical Code regulations in actual building mock-ups.			
<b>ELC 1225</b>	<b>Wiring Layout</b>	<b>2</b>	<b>6</b>	<b>4</b>
	Layout and planning of residential wiring systems and circuits. Electrical blueprint reading will be taught.			
<b>ELC 1320</b>	<b>Electrical Code — Commercial</b>	<b>1</b>	<b>3</b>	<b>2</b>
	The study and application of The National Electrical Code as it applies to commercial construction.			
<b>ELC 1321</b>	<b>Electrical Code — Industrial</b>	<b>1</b>	<b>3</b>	<b>2</b>
	The study and application of The National Electrical Code as it applies to industrial construction.			
<b>ELN 119</b>	<b>Industrial Electronic Fundamentals</b>	<b>3</b>	<b>9</b>	<b>6</b>
	Basic theory and operating characteristics of electron base components in industrial applications. Topics include rectifying, regulating, switching, modulating, amplifying, oscillating, comparator, summing, and timing circuits, differential amplifiers, operational amplifiers, circuit construction and analyzation.			
<b>ELN 221</b>	<b>Digital Fundamentals</b>	<b>5</b>	<b>6</b>	<b>8</b>
	The study of number systems, codes, logic gates, flip flop counters, arithmetic logic, data storage devices, memories, DA and AD converters. Elemental circuits are constructed and analyzed using basic test equipment.			
<b>ELN 222</b>	<b>Troubleshooting Procedures/Practices</b>	<b>2</b>	<b>2</b>	<b>3</b>
	This course is designed to teach students the procedures employed in the service and repair of industrial equipment, utilizing service tools and test equipment. Students will be expected to show individual ability and initiative in locating and correcting defects.			
<b>ELN 223</b>	<b>Digital Control Systems</b>	<b>5</b>	<b>6</b>	<b>8</b>
	This course is designed to develop skill in using circuit data and application sheets, sensitive test equipment and troubleshooting relay-analog and digital controls. Testing and replacing devices, working with interface problems, understanding voltage transients,			

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thermal impedance and coordination of protective elements will be covered. Field trips to local industries using digital systems will compliment lab and class work.

<b>ELN 224</b>	<b>Microprocessors</b>	<b>6</b>	<b>8</b>	<b>10</b>
	A study of microprocessor architecture and organization. Topics/activities include using data sheets to develop simplified instruction sets in assemble and machine language; interfacing the microprocessor with IO devices; static and dynamic testing using meters, logic probes, and the oscilloscope; microprocessor programming; and free-format ladder language study.			
<b>ELN 230</b>	<b>Student Project</b>	<b>1</b>	<b>5</b>	<b>3</b>
	Under the instructor's guidance, each student will be required to develop and produce a practical project utilizing major curriculum skills and knowledge. Work may substitute for this course provided prior instructor approval is obtained and the student submits a written report of his work experience which is acceptable to the instructor. No grade will be assigned for course substitution.			
<b>ENG 101</b>	<b>Grammar</b>	<b>3</b>	<b>0</b>	<b>3</b>
	Designed to aid the student in the improvement of self-expression in grammar. The approach is functional with emphasis on grammar, diction, sentence structure, punctuation, and spelling.			
<b>ENG 102</b>	<b>Composition</b>	<b>3</b>	<b>0</b>	<b>3</b>
	Designed to aid the student in the improvement of self expression in business and technical composition. Emphasis is on the sentence, paragraph, and whole composition.			
<b>ENG 105</b>	<b>English Composition I</b>	<b>5</b>	<b>0</b>	<b>5</b>
	The study and practice of expository writing. This course seeks to develop basic writing and organizational skills through attention to the principles of clear and effective self-expression and through the careful reading of selected prose, essays and fiction.			
<b>ENG 106</b>	<b>English Composition I</b>	<b>5</b>	<b>0</b>	<b>5</b>
	The study of imaginative writing through an introduction to types of literature, and the further development of an effective writing style through reflective and critical themes and the practice of research and presentation techniques. Prerequisite: ENG 105 or instructor's permission.			
<b>ENG 200</b>	<b>Introduction to Literature</b>	<b>3</b>	<b>0</b>	<b>3</b>
	This course is designed to introduce students to the main genres of literature, poetry, fiction and drama. It will enhance the student's understanding of the elements of the various genres. Good literature will be read and discussed in order to sharpen the reader's			

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perceptions. The three main theories of literature — the imitative, the expressive, and the affective will also be applied to various works.

<b>ENG 203</b>	<b>Communications</b>	<b>3</b>	<b>0</b>	<b>3</b>	Develops skills in techniques in writing business communications. Emphasis is placed on writing action — getting sales letters and prospectuses. Business reports, summaries of business conferences, letters involving credit, collections, adjustments, complaints, orders, acknowledgements, remittances, and inquiry.
<b>ENG 204</b>	<b>Oral Communications</b>	<b>3</b>	<b>0</b>	<b>3</b>	A study of basic concepts and principles of oral communications to enable the student to communicate with others. Emphasis is placed on the speaker's attitude, improving diction, voice, and the application of particular techniques of theory to correct speaking habits and to produce effective oral presentation. Particular attention given to conducting meetings, conferences and interviews.
<b>ENG 205</b>	<b>World Literature I</b>	<b>5</b>	<b>0</b>	<b>5</b>	A study primarily of Western literature, emphasizing the contributions of its greatest writers to both the representative culture and the subsequent tradition, through the Renaissance. Prerequisite: ENG 105 or instructor's permission.
<b>ENG 207</b>	<b>Major American Authors</b>	<b>5</b>	<b>0</b>	<b>5</b>	A study of the lives and works of major authors in American literature, particularly Poe, Whitman, Melville, Twain, O'Neill, and Faulkner, and an examination of the related contexts of American culture, to which the work of these authors may be either a contribution or a response.
<b>ENG 217</b>	<b>Children's Literature</b>	<b>3</b>	<b>0</b>	<b>3</b>	This course presents an overview of the major genres of the literature written especially for children as well as a knowledge of the criteria used for the selection and evaluation of individual works within these genres.
<b>ENG 1101</b>	<b>Reading Improvement</b>	<b>2</b>	<b>0</b>	<b>2</b>	Designed to improve the student's ability to read rapidly and accurately. Special machines are designed for class drill to broaden the span of recognition, to increase eye coordination and work group recognition and to train for comprehension in larger units.
<b>ENG 1102</b>	<b>Communication Skills</b>	<b>3</b>	<b>0</b>	<b>3</b>	Designed to promote effective communication through correct language usage in speaking and writing.



<b>FSO 1101</b>	<b>Quality Food Preparation — Meats, Seafood, Dairy and Egg Products</b>	<b>3</b>	<b>15</b>	<b>8</b>	This course emphasizes the selection, preparation, and presentation of meats (beef, veal, pork, mutton, lamb, poultry, variety meats), seafood (finfish, shellfish), dairy products (milks, butter, cheeses, creams), and eggs. A variety of preparation techniques are studied as are the uses of these products in combination dishes such as casseroles, soups, stews, etc.
<b>FSO 1102</b>	<b>Foodservice</b>	<b>3</b>	<b>6</b>	<b>5</b>	This course will acquaint the student with an understanding of the physical and chemical characteristics in the process of food preparation. The various issues of food additives, and scientific nutritional information will be emphasized.
<b>FSO 1103</b>	<b>Quality Food Preparation — Vegetables, Fruits, Salads, Soups, and Sauces</b>	<b>3</b>	<b>15</b>	<b>8</b>	The emphasis in this course is on the selection, preparation, and presentation of vegetables and fruits in both cold and hot dishes. Salads of all types are presented along with the appropriate dressings. Also studied in this course are stocks and sauces and their use in the preparation of dishes such as soups.
<b>FSO 1104</b>	<b>Nutrition and Menu Planning</b>	<b>3</b>	<b>6</b>	<b>5</b>	A study of the principles of nutrition using the basic four food groups, and the application of these principles to the planning of nutritionally adequate diets; other factors influencing menu planning; refrigeration and storage facilities, availability of seasonal foods, equipment and facilities, employee skills, eye appealing food combinations, type of clientele and food service.
<b>FSO 1105</b>	<b>Quality Food Preparation — Baking</b>	<b>3</b>	<b>15</b>	<b>8</b>	Emphasis in this course is on the preparation and presentation of biscuits, blintzes, breads (yeast and quick), brownies, buns, cake, cheese cake, coffee cake, cookies, cream puffs, doughnuts, meringue, muffins, pies, pizza, popovers, pretzels, and rolls.
<b>FSO 1106</b>	<b>Sanitation and Safety</b>	<b>2</b>	<b>3</b>	<b>3</b>	The participant will learn the sanitation procedures required of a foodservice operation. The proper care and maintenance of hand tools and machines will be emphasized. The study of "cause and effect" of accidents and the procedure for development of a food service safety program will be viewed.
<b>FSO 1107</b>	<b>Foodservice Equipment</b>	<b>1</b>	<b>3</b>	<b>2</b>	This course is designed to acquaint the participant with the use and care of large and small equipment used in foodservice facilities. Emphasis will be on simplifying work and effectively using time and motion.

<b>FSO 1108</b>	<b>Quality Food Preparation — Pastas, Desserts, Appetizers, and Beverages</b>	<b>3</b>	<b>15</b>	<b>8</b>	A variety of different foods and their preparations are emphasized in this course. Pastas (macaroni, spaghetti, noodles) and rice used in casseroles as side dishes and in desserts are studied. Crepes, ice cream desserts, strudel, compotes, and other desserts not covered in another course are included at this time. Special techniques unique to the creation of desserts are mastered. Hot and cold appetizers, along with beverages (hot, cold, alcoholic and non-alcoholic), are prepared with presentation techniques being stressed.
<b>FSO 1109</b>	<b>Production Management</b>	<b>2</b>	<b>3</b>	<b>3</b>	Use of standardized recipes and portion control, work sheets, score sheets for judging food products, plan of work to improve work methods and further emphasis on motion economy.
<b>FSO 1115</b>	<b>Accounting — Purchasing — Records</b>	<b>2</b>	<b>3</b>	<b>3</b>	Basic mathematical skills studied in relation to food purchasing, preparation, accounting and records.
<b>FSO 1116</b>	<b>Dining Room (Foodservice Selling)</b>	<b>1</b>	<b>2</b>	<b>2</b>	This course focuses on various forms of dining room service. Practical skill is developed through actual table service in a Restaurant. The student will be given an opportunity to perform, on a rotating basis, the role of waiter/waitress. This program will also cover when applicable, guerdon service, French menu terminology, dining equipment utilization and merchandizing of the dining room will be stressed.
<b>GEO 201</b>	<b>Principles of geography</b>	<b>5</b>	<b>0</b>	<b>5</b>	An introductory course which studies the earth and the environment of man, emphasizing the physical patterns of climate, land-forms, soils and natural resources. Recommended as a background for all other courses in geography.
<b>GEO 205</b>	<b>World Geography</b>	<b>5</b>	<b>0</b>	<b>5</b>	Survey of the world regions, including their world importance, geographical characteristics, and major problems.
<b>HEA 105</b>	<b>Community Health</b>	<b>3</b>	<b>0</b>	<b>3</b>	This course is the study of the factors which influence physical and mental health. Topics covered include the American health system, drugs, alcohol, environmental factors hazardous to health, stress, mental health, nutrition and consumer health. Attention will be given to practices which will aid the individual in maintaining good physical and mental health.

<b>HIS 205</b>	<b>World Civilization I</b>	<b>5</b>	<b>0</b>	<b>5</b>	This course is designed to familiarize the student with the major events, trends, and influences that shaped the common foundation of western civilizations. An interdisciplinary approach will be used to analyze the impetus of civilization and its development in the Near East, Greece, Rome, Christianity, Islam, India, China, Europe, and the expansion to the New World. A critique of social, economic, political, cultural, and religious issues will provide the focus of this course through 1650. An array of historiographical problems are discussed.
<b>HIS 206</b>	<b>World Civilization II</b>	<b>5</b>	<b>0</b>	<b>5</b>	This course is an extension of World Civilization I. Included within topics for discussion are: the decline of absolutism, the rise of rational thought in social institutions, industrialization and social change, political and social revolutions, western growth and dominance, imperialism and nationalism, Asian economic interest, rise of constitutional governments, philosophical trends, growing conflicts leading to World War I, economic trends in the 19th and 20th centuries, conflicts leading to World War II, post war diplomacy and economic trends, and the future of western civilization.
<b>HIS 207</b>	<b>American History I</b>	<b>5</b>	<b>0</b>	<b>5</b>	A survey of the development of the American Nation, from the discovery of America to the outbreak of the Civil War.
<b>HIS 208</b>	<b>American History II</b>	<b>5</b>	<b>0</b>	<b>5</b>	A continuing survey of the development of the American Nation from the outbreak for the Civil War to the present.
<b>INS 214</b>	<b>General Insurance (Introduction)</b>	<b>2</b>	<b>0</b>	<b>2</b>	An introductory course that will provide a foundation of basic concepts of insurance.
<b>INS 215</b>	<b>General Insurance (Life Accident &amp; Health)</b>	<b>2</b>	<b>0</b>	<b>2</b>	An overview of life insurance with special emphasis placed on the concepts and application of life insurance and the relationship/application to accident and health insurance. This is a consumer-oriented teaching approach.
<b>INS 216</b>	<b>General Insurance (Fire &amp; Casualty)</b>	<b>2</b>	<b>0</b>	<b>2</b>	A study of those insurance coverages that are designed to provide protection against the loss of or damage to property.



<b>ISC 102</b>	<b>Industrial Safety</b>	<b>3</b>	<b>0</b>	<b>3</b>
	Problems of accidents and fire in industry. Management and supervisory responsibility for fire and accident prevention. Additional topics cover accident reports and the supervisor; good housekeeping and fire prevention; machine guarding and personnel protective equipment, state industrial accident code and fire regulations; the first aid department and the line of supervisory responsibility; job instruction and safety instruction; company rules and enforcement; use of safety committees; insurance carrier and the Insurance Rating Bureau; and advertising and promoting a good safety and fire prevention program.			
<b>LAT 101</b>	<b>Beginning Latin</b>	<b>5</b>	<b>0</b>	<b>5</b>
	The beginning course in Latin includes cultural material about Roman life emphasizing stories about the leaders, government, education, literature, and art, which greatly influenced later civilizations. The main emphasis is on the Latin language and its influence on the English language.			
<b>MAS 1204</b>	<b>Foundations</b>	<b>2</b>	<b>6</b>	<b>4</b>
	Develop skill in the use of tools — trowel, level jointer, line levels, brick hammers, etc. layout of foundation, pour footing and construct walls. Standard wall structures such as 8 inch and 12 inch brick and brick and block combinations will be constructed with emphasis upon corner construction and plumbing walls with good joints throughout all construction. Students will study building material terms, specifications, blueprint and drawings related to foundation construction. Pilasters and column support by design will be constructed.			
<b>MAS 1205</b>	<b>Wall Construction</b>	<b>3</b>	<b>9</b>	<b>6</b>
	Development of skill in uniform line and jointing of brick and other masonry materials in wall construction. Solid wall, brick-wood veneer, brick-block veneer construction will be used with special emphasis upon design corners and openings such as doors, windows and special casements specified for such openings. Lintels and wall ties and bonds will be taught and practiced.			
<b>MAS 1206</b>	<b>Blocklaying</b>	<b>2</b>	<b>6</b>	<b>4</b>
	Construction block size material and strength will be studied. Layout and block placements with needed "ties" and reinforcements will be practiced in wall and other areas of block use. Joint line and size will be emphasized in block laying to produce a uniform finished block construction. Block size and weight specifications will require student to be able to read building drawings.			

<b>MAS 1207</b>	<b>Chimney Construction</b>	<b>3</b>	<b>9</b>	<b>6</b>
	Fireplace and chimney building using standard brick, special fire brick, damper inset and flue lining. Student will learn how to design and build fire boxes and chimneys that draw properly. Special mantel and hearth specifications will be taught where exposures may create fire hazards. Multiple fireplaces and chimney flue requirements will be studied and formulas for each type and design will guide student in both exposed and enclosed chimney construction.			
<b>MAS 1208</b>	<b>Brick Veneers</b>	<b>3</b>	<b>9</b>	<b>6</b>
	Brick veneers construction with wood frame, block and other forms of masonry walls. Practice in laying brick to another wall area with proper spacing and wall ties, will require student skilled in brick-laying for proper jointing corner formations. All opening trims where special brick forms are required. Laying brick to casements, special corner design and special lintels require good understanding of specifications and layout design.			
<b>MAT 091</b>	<b>Arithmetic Refresher</b>	<b>1</b>	<b>2</b>	<b>2</b>
	An intensive review of the basic arithmetic operations covering whole numbers, common fractions, decimal fractions, and percent and its applications.			
<b>MAT 092</b>	<b>Arithmetic Refresher II</b>	<b>1</b>	<b>2</b>	<b>2</b>
	A continuation of MAT 091 for students who need more time to reach the competency levels set for the course. Further study and practice are provided to expand and enhance the student's ability to perform basic arithmetic accurately and confidently.			
<b>MAT 093</b>	<b>Arithmetic Refresher III</b>	<b>1</b>	<b>2</b>	<b>2</b>
	A continuation of MAT 092 for students who need more time to reach the competency levels set for the course.			
<b>MAT 101</b>	<b>Technical Mathematics I</b>	<b>5</b>	<b>0</b>	<b>5</b>
	A study of topics including fundamental algebraic operations, applied geometry, volume and linear measure as well as fundamental mathematical concepts and operations, with simple application in the technologies. Prerequisite: High School Math or instructor's permission.			
<b>MAT 102</b>	<b>Mathematics for Elementary School Teachers</b>	<b>5</b>	<b>0</b>	<b>5</b>
	This is a basic general concept course dealing with mathematics taught in the elementary school including sets, operations on sets and the development of the number system. Teaching methods related to basic math are investigated. Prerequisite: High School Math or instructor's permission.			

<b>MAT 103</b>	<b>Technical Mathematics II</b>	<b>5</b>	<b>0</b>	<b>5</b>	A continuation of MAT 101. Advanced algebraic and trigonometric topics including quadratics, logarithms, determinants, progressions, the binomial expansion, complex numbers, solution of oblique triangles and graphs of the trigonometric functions are studied in depth. Prerequisite: MAT 101.
<b>MAT 104</b>	<b>Real Number Systems</b>	<b>3</b>	<b>0</b>	<b>3</b>	This course is designed to enhance the knowledge of mathematical properties and operations. It is recommended for students desiring more background in math prior to entering other math classes. Topics to be considered are: real numbers, rules of order, properties, variables, roots, radicals, exponents, equation, and factors among others.
<b>MAT 105</b>	<b>Introduction to College Mathematics</b>	<b>5</b>	<b>0</b>	<b>5</b>	The historical development of the numeral system, the properties and operations associated with decimal and non-decimal number systems; elements of logic and set theory are some of the topics included to provide a basis for investigation of the arithmetic and algebraic axioms of operations with the real number system in theory and application. Prerequisite: High School Math or instructor's permission.
<b>MAT 106</b>	<b>Introductory Algebra</b>	<b>5</b>	<b>0</b>	<b>5</b>	Designed for students who have had little or no algebra, this course may be taken to fulfill the prerequisites for MAT 107 and MAT 108. Algebraic properties and logic will be applied for understanding linear equations and inequalities, polynomials, radical equations, equational graphing in the coordinate system, and quadratics. Prerequisite: MAT 105 or instructor's permission.
<b>MAT 107</b>	<b>College Algebra</b>	<b>5</b>	<b>0</b>	<b>5</b>	A study of fundamental operations, sets, functions, sequences, series, and quadratic equations in two variable, complex numbers and theory of equations. Prerequisites: 2 years High School Algebra, MAT 106 or instructor's permission.
<b>MAT 108</b>	<b>College Trigonometry</b>	<b>5</b>	<b>0</b>	<b>5</b>	A course built on the modern definition of function, range and domain of function, terminal point, function, trigonometric functions, trigonometric identities, inverse trigonometric function, trigonometric equations, logarithms, right triangles, law of sines, law of cosines, vectors and polar coordinates. Prerequisite: High School Algebra, MAT 106 or instructor's permission.



<b>MAT 109</b>	<b>Precalculus</b>	<b>5</b>	<b>0</b>	<b>5</b>	This course will deal with relations, functions, exponential and logarithmic functions, circular functions, trigonometric functions, vectors in a plane, complex numbers and analytic geometry. Prerequisites: 2 years High School Algebra, 1 year High School Geometry, MAT 107 (MAT 108 is also desirable) or instructor's permission.
<b>MAT 111</b>	<b>Drug Dosages and Measurements</b>	<b>2</b>	<b>0</b>	<b>2</b>	The course includes a review of basic mathematical skills and an introduction to the systems used in measuring drugs and solutions. Methods of conversion between the systems and drug dosage calculations are included.
<b>MAT 1101</b>	<b>Arithmetic &amp; Measurements</b>	<b>5</b>	<b>0</b>	<b>5</b>	This course bridges the gap between a weak mathematical foundation and the knowledge necessary for the study of courses in advanced mathematics that are part of many curricula. Fundamentals of arithmetic will be covered. Measurement and metric system will be discussed and applied to trades.
<b>MAT 1105</b>	<b>Fundamental Mathematics</b>	<b>3</b>	<b>0</b>	<b>3</b>	Emphasis is placed on practical shop mathematical problems dealing with formulas, square roots, and ratios. Concepts of linear and volume measure are included.
<b>MEC 101</b>	<b>Machine Processes I</b>	<b>1</b>	<b>6</b>	<b>3</b>	An introductory course designed to acquaint the student with basic hand tools, safety procedures, and machine processes of modern industry. Includes a study of measuring instruments, characteristics of metals, and cutting to become familiar with the lathe family of machine tools by performing selected operations such as turning, facing, threading, drilling, boring, and reaming.
<b>MEC 102</b>	<b>Machine Processes II</b>	<b>1</b>	<b>6</b>	<b>3</b>	A study of advanced operations on lathe, drilling, boring and reaming machines. Includes milling machine theory and practice. Provides a thorough study of the types of milling machines, cutters, jig and fixture devices, and the accessories used in a modern industrial plant. Safety in the operational shop is stressed.
<b>MEC 210</b>	<b>Physical Metallurgy</b>	<b>3</b>	<b>3</b>	<b>4</b>	An introductory course in metallurgy covering a basic study of the properties of metals and alloys. Includes analysis of the structure of metals and alloys, atomic structure, nuclear structure, and nuclear reactions. Also covers solid (crystalline) structures, methods of designating crystal planes, liquid and vapor phases, phase diagrams, and alloy systems.

<b>MEC 214</b>	<b>Shop Practice</b>	<b>1</b>	<b>6</b>	<b>3</b>
	A shop practice course designed to acquaint the student with basic fundamentals of installation, maintenance, and repair of machine tools. Machine maintenance and accuracy are emphasized. Slip and press fits are produced to include bearing assembly.			
<b>MEC 235</b>	<b>Hydraulics and Pneumatics</b>	<b>3</b>	<b>3</b>	<b>4</b>
	An examination of the basic theories of hydraulic and pneumatic systems with a look at combinations of systems in various circuits. Includes basic designs and functions of circuits and motors, controls, electrohydraulic servomechanisms, plumbing, filtration, accumulators, and reservoirs.			
<b>MEC 298</b>	<b>Mechanical Problems Solving</b>	<b>3</b>	<b>6</b>	<b>5</b>
	A basic study related to special problems encountered in the mechanical area. Mechanical advantages, motors, controls, and types of movements are investigated. General mechanical operations and maintenance as well as production line problems are surveyed.			
<b>MEC 299</b>	<b>General Maintenance and Repair</b>	<b>2</b>	<b>3</b>	<b>3</b>
	A course to acquaint the student with the basic fundamentals of installation, maintenance, and repair of machine tools. Emphasis is on machine maintenance and accuracy. Miscellaneous hydraulic, pneumatic, and lubrication devices are installed and maintained. Methods of rigging and machine installation, including location, leveling, and fastening are covered. The use of precision measuring tools and checking for accuracy, squareness, and correct center distances are stressed for prestart inspection.			
<b>MUS 101</b>	<b>Chorus</b>	<b>0</b>	<b>3</b>	<b>1</b>
	This course is designed to provide a beginning understanding of vocal techniques and their appropriate application in choral music. Specific exercises and information will enhance tonal quality and color, breathing, dynamic range and projection of the voice.			
<b>MUS 230</b>	<b>Introduction to the Appreciation of Music</b>	<b>5</b>	<b>0</b>	<b>5</b>
	The development of knowledge and understanding of good music. Emphasis given to the history of music, outside reading, forms of music found in different periods, listening, and the relationship of music to general cultural development.			
<b>MUS 236</b>	<b>Musical Activities for the Classroom</b>	<b>3</b>	<b>0</b>	<b>3</b>
	This course is designed to present methods and media of teaching classroom music and musical activities for the elementary classroom.			

NUR 1102	<b>Orientation to Vocational Relationships</b>	2	0	2
	This course is designed to assist the student in understanding herself, her vocation and the individual needs of her patients. Emphasis is placed on the development of appreciations and attitudes which will assist the student in understanding her role as a potential worker in nursing, in establishing effective relationships with her co-workers and patients, and in establishing realistic goals for herself in her personal and vocational development.			
NUR 1103	<b>Fundamentals of Patient Care &amp; Introductory Pediatrics</b>	6	6	8
	This course is planned to provide the opportunity for students to gain knowledge of the principles which are basic to effective and safe nursing care. Emphasis is placed on the development of the essential skills for the performance of those nursing measures that normally are the responsibility of the Licensed Practical Nurse. The student will also gain introductory knowledge necessary to the understanding of the Pediatric Patient, including the newborn. Lecture and planned class lab experience are followed by related clinical experience.			
NUR 1104	<b>Basic Principles of Drug Administration</b>	3	0	3
	The basic concepts of drug therapy and an appreciation of the responsibilities and the necessary limitations of the Licensed Practical Nurse in the administration of medication are emphasized. Prerequisite: NUR 1101, NUR 1103.			
NUR 1105	<b>Care of Patients with Medical-Surgical Conditions I</b>	4	0	4
	This course is designed to provide the student the opportunity to gain an understanding of the nursing needs of patients who have various medical-surgical conditions and to develop further understanding of the common drugs and therapeutic measures of concern to the practical nurse. Lecture and class laboratory provide the background for selected clinical experiences. Prerequisites: NUR 1101, NUR 1103.			
NUR 1106	<b>Pediatrics and the Care of the Maternity Patient</b>	4	0	4
	This course is designed to provide opportunities for students to acquire the knowledge, understanding and skill needed for rendering safe and effective nursing care to the pediatric patient. The student also receives an introduction to the care of the maternity patient. Classroom instruction provides the background analysis of nursing needs and formulation of a nursing care plan to meet the individual patient needs. Prerequisites: NUR 1103, NUR 1104.			



<b>NUR 1107</b>	<b>Maternity Nursing and the Care of the Geriatric Patient</b>	<b>4</b>	<b>0</b>	<b>4</b>	This course is designed to provide opportunities for students to acquire knowledge, understanding and skills needed for rendering safe, effective nursing care of the maternity patient and the elderly. Classroom instruction provides the background essential for planned clinical experiences centered around analysis of nursing needs and formulation of a nursing care plan to meet individual patient needs. Prerequisites: NUR 1103, NUR 1104, NUR 1106.
<b>NUR 1108</b>	<b>Care of Patients with Medical-Surgical Conditions II</b>	<b>9</b>	<b>0</b>	<b>9</b>	A continuation of NUR 1105 with emphasis on more complex health problems, requiring a thoroughness of nursing care management. Client teaching and rehabilitation are stressed as vital aspects of the nursing process. Prerequisites: NUR 1104, NUR 1105.
<b>NUR 1110</b>	<b>Vocational Relationships</b>	<b>2</b>	<b>0</b>	<b>2</b>	This course is designed to orient the student to her role as a Licensed Practical Nurse. It includes the study of opportunities in practical nursing and the obligations and responsibilities of the Licensed Practical Nurse as a person, a worker and a citizen. Relationships with other members of the health team to more fully achieve the goals of nursing are emphasized throughout the course. Prerequisite: Complete all NUR courses in previous quarters.
<b>NUR 1111</b>	<b>Care of Patients with Medical-Surgical Conditions III</b>	<b>8</b>	<b>0</b>	<b>8</b>	This course is designed to prepare the student for participation in the care of seriously ill patients and for development in the care of selected patients. The student will receive instruction in preparation for NCLEX with review of theory material. Emphasis is placed on the assisting role of the Licensed Practical Nurse. Classroom instruction provides the background for planned clinical experiences.
<b>NUR 1112</b>	<b>Clinical Experiences: Medical-Surgical and Pediatrics</b>	<b>0</b>	<b>15</b>	<b>5</b>	A general orientation to the hospital environment personnel, and to correct lines of authority. Emphasis is placed on professional conduct and grooming. Skills are developed in giving basic nursing care for medical and pediatric patients. Written case studies and ward conferences are required. Prerequisite: Complete all courses in the first quarter.

<b>NUR 1113</b>	<b>Clinical Experiences: Medical-Surgical and Obstetrics</b>	<b>0</b>	<b>18</b>	<b>6</b>
	A continuation of NUR 1112 with additional development of skills to meet the needs of patients. Observing and recording of symptoms and signs of diseases with maternity patients. Care of surgical patients is also emphasized. Field trips are planned that will increase the variety of patients observed. Prerequisites: Complete all courses in first and second quarters.			
<b>NUR 1114</b>	<b>Clinical Experiences: Medical-Surgical and Geriatrics</b>	<b>0</b>	<b>24</b>	<b>8</b>
	A continuation of NUR 1112, 1113, with emphasis placed on acquiring the practical skills to safely administer drugs. Clinical experience in emergency, coronary, and intensive care nursing is stressed as well as geriatric nursing. Total patient care will be stressed. The effectiveness of learned skills will be individually evaluated. Prerequisites: Complete all courses in first, second, and third quarters.			
<b>NUR 3023</b>	<b>Nursing Assistant I</b>	<b>2</b>	<b>8</b>	<b>5</b>
	This course prepares students to provide personal care and perform basic nursing skills for the elderly and other adults. Emphasis is on the process of aging including mental, social and physical needs of the elderly; patient's rights; nutrition management; elimination procedures and activities; human body structure and function and related common diseases/disorders; communication and documentation; death and dying and roles of the nursing assistant and health team members. A skills/competency evaluation is required for determining student competency.			
<b>NUR 3024</b>	<b>Nursing Assistant II</b>	<b>3</b>	<b>13</b>	<b>8</b>
	This course prepares the students to perform more complex skills for patients or residents regardless of the setting. Emphasis is on infection control including principles of sterile technique and dressing changes for wounds over 48 hours; elimination procedures including catheterizations, irrigations, and care of established ostomies; intravenous site care, observation and removal; oropharyngeal suctioning; established tracheostomy; care; observation and maintenance of oxygen therapy; breaking/removing fecal impactions; enteral nutrition for existing infusions and roles of Nursing Assistant II with members of health care team. A skill/competency evaluation is required for documenting student competency. Prerequisite: Successful completion of Nursing Assistant I (NUR 3023) including the skill/competency evaluation <u>or</u> completion of an approved Competency Evaluation Program including testing and skill/competency evaluation such as Nursing Assistant Refresher course			

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with a Competency Evaluation Program. Meet college admission requirements for Nursing Assistant II and permission of nursing instructor.

<b>NUR 3025</b>	<b>Home Care</b>	<b>4</b>	<b>2</b>	<b>5</b>	In this course, the student will learn about the home care delivery system. They will be able to describe the Homemaker/Home Health Aide and the use and preparation of basic equipment in the home and the procedure to follow during client care plan. Students will demonstrate basic home care skills and the efficient use of time in order to support the care detailed in the client care plan. Course includes the physical, psychological, and social changes during the aging process as well as meal planning and preparation; safety; emergency care procedures; an introduction to family dynamics and community resources for children, adults, and the elderly.
<b>PED 101</b>	<b>General Physical Education</b>	<b>2</b>	<b>0</b>	<b>2</b>	Designed to meet the needs and interests of college students through physical fitness training and the development of fundamental skills in indoor and outdoor team and dual sports.
<b>PED 215</b>	<b>Individual Sports</b>	<b>2</b>	<b>0</b>	<b>2</b>	A course designed to build skills and develop basic competencies and appreciations in various sports, so that the individual will participate in these activities both during his college years and in his post-college life.
<b>PHO 116</b>	<b>Basic Photography</b>	<b>1</b>	<b>4</b>	<b>3</b>	An introduction to the use of a 35mm camera and basic darkroom procedure. The principles of depth-of-field, shutter speed, exposure and focus are applied to actual photographic problems. Students will develop and print their own negatives.
<b>PHO 117</b>	<b>Optics and Accessories</b>	<b>2</b>	<b>4</b>	<b>4</b>	An in-depth study of the camera. Includes study of optics, shutters, filters, film and paper selection. Experience will include use of camera and darkroom for specific photographic applications. Prerequisite: PHO 116 or instructor's permission.
<b>PHO 118</b>	<b>Large Format Photography</b>	<b>2</b>	<b>4</b>	<b>4</b>	Advanced study of the 35mm, 2¼x2¼, and 4x5 cameras. The course will concentrate on selecting the proper camera for specific applications. Includes an introduction to sensitometry. Prerequisite: PHO 116 or instructor's permission.



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<b>PHO 130</b>	<b>Color Camera</b>	<b>1</b>	<b>4</b>	<b>3</b>	A course of study in the procedures of color photography. Light, filters, exposure and film selection will be studied as they relate to color photography. Emphasis will be placed on the use of color slide materials. Prerequisite: PHO 116 or instructor's permission.
<b>PHO 132</b>	<b>Color Printing</b>	<b>2</b>	<b>6</b>	<b>5</b>	Chemistry, processing and printing of color negative material. Color film and paper characteristics. Prerequisite: PHO 116 or instructor's permission.
<b>PHO 140</b>	<b>Portrait Photography</b>	<b>1</b>	<b>4</b>	<b>3</b>	Techniques in photographing individuals, groups and animals in posed pictures; indoors and outdoors. Retouching in black and white and color. Prerequisite: PHO 116 or instructor's permission.
<b>PHO 141</b>	<b>Group Portrait Photography</b>	<b>1</b>	<b>4</b>	<b>3</b>	Techniques in photographing individuals, groups and animals in posed pictures, indoor and outdoor. Retouching in black and white and color. Prerequisite: PHO 116 or instructor's permission.
<b>PHO 210</b>	<b>Nature Photography</b>	<b>1</b>	<b>4</b>	<b>3</b>	A course of study that helps the study develop techniques for photographing natural environment. Emphasis will be placed on creating travel brochures, ecology posters and photography for pictorial, animal and plant magazines. Prerequisite: PHO 116 or instructor's permission.
<b>PHO 212</b>	<b>Commercial Product Photography</b>	<b>1</b>	<b>4</b>	<b>3</b>	Techniques of preparing photographs of small products for advertising purposes. Emphasis will be on composition and originality. Prerequisite: PHO 116 or instructor's permission.
<b>PHO 213</b>	<b>Commercial Machinery Photography</b>	<b>1</b>	<b>4</b>	<b>3</b>	Techniques of preparing photography of large machinery for advertising purposes. Emphasis is placed on idea development and its execution, and developing the student's professional abilities. Prerequisite: PHO 116 or instructor's permission.
<b>PHO 214</b>	<b>Fashion Photography</b>	<b>1</b>	<b>4</b>	<b>3</b>	Techniques and practices of producing female fashion photographs for advertisements. Studio and natural light are used to flatter the model and emphasize the line and quality of the fashion. Prerequisite: PHO 116 or instructor's permission.

<b>PHO 216</b>	<b>Architectural Photography</b>	<b>1</b>	<b>4</b>	<b>3</b>
	A course to teach the student the techniques of photographing buildings, homes and industrial plants. Emphasis will be placed on correction of converging lines and good composition. Exterior work will be studied. Prerequisite: PHO 116 or instructor's permission.			
<b>PHO 218</b>	<b>Photojournalism</b>	<b>2</b>	<b>6</b>	<b>5</b>
	Special photographic techniques used in mass media publications. Emphasis is placed on techniques for taking pictures in any situation, but mainly news. Prerequisite: PHO 116 or instructor's permission.			
<b>PHO 220</b>	<b>Photocopying</b>	<b>1</b>	<b>4</b>	<b>3</b>
	Techniques of copying and restoring old photographs, documents, paintings, prints, and art work. A study of work-up copy preparations. Prerequisite: PHO 116 or instructor's permission.			
<b>PHO 222</b>	<b>Special Process Photography</b>	<b>3</b>	<b>0</b>	<b>3</b>
	A course designed to introduce the student to special photographic techniques including ultra violet, infrared, holograph, time lapse, photo-engraving, and high speed photography. Prerequisite: PHO 116 or instructor's permission.			
<b>PHO 224</b>	<b>Photographic Illustration</b>	<b>2</b>	<b>2</b>	<b>3</b>
	The use of specific darkroom and studio techniques to achieve unusual effects such as multiple exposure, tone separation, high-contrast imaginary, photo-collage and multi-media. Prerequisite: PHO 116 or instructor's permission.			
<b>PHO 226</b>	<b>Industrial Photography</b>	<b>2</b>	<b>2</b>	<b>3</b>
	Techniques and practices of documentation as applied to industry using exploded views, photomacrography and high-speed photography as designed for industrial publications. Prerequisite: PHO 116 or instructor's permission.			
<b>PHO 250</b>	<b>Retouching and Oil Coloring</b>	<b>1</b>	<b>4</b>	<b>3</b>
	An introduction to the concept of doing art work and retouching on both the photographic negative and print. An introduction to coloring photographs with transparent oils. Emphasis will be placed mainly on portraits. Prerequisite: PHO 116 or instructor's permission.			
<b>PHY 100</b>	<b>Physics: Properties of Matter</b>	<b>3</b>	<b>2</b>	<b>4</b>
	A fundamental course covering several basic principles of physics. The divisions included are solids and their characteristics, liquids at rest and in motion, gas laws and applications. Laboratory applications and specialized problems dealing with these topics are part of this course.			

<b>PHY 101</b>	<b>Basic Physical Science</b>	<b>5</b>	<b>2</b>	<b>6</b>
The purpose of this course is to give the student an awareness and general understanding of the physical environment and the laws that govern; to give greater meaning to many common phenomena by carefully defining the physical concepts that describe them; and help the student to realize the place of new developments within the physical description of the world, the universe and impacts on the framework of established principles.				
<b>PHY 102</b>	<b>Physics: Work, Energy, Power</b>	<b>2</b>	<b>2</b>	<b>3</b>
The major areas covered in this course are work, energy, and power. Instruction includes topics such as statics, forces, center of gravity, and dynamics. Units of measurement and their applications are a vital part of this course. A practical approach is used in teaching students the use of essential mathematical formulas.				
<b>PHY 103</b>	<b>Physics: Electricity</b>	<b>3</b>	<b>2</b>	<b>4</b>
Basic theories of electricity, types of electricity, methods of production, and transmission and transforming of electricity. Electron theory, electricity by chemical action, electricity by friction, electricity by magnetism, induction voltage, amperage, resistance, horse-power, wattage, and transformers are major parts of the course.				
<b>PHY 1101</b>	<b>Physics: Applied Science I</b>	<b>3</b>	<b>2</b>	<b>4</b>
An introduction to the scientific method of physical principles and their application in industry. Topics in this course include measurement in science; heat; energy; and properties of solids, liquids and gases.				
<b>PHY 1102</b>	<b>Physics: Applied Science II</b>	<b>1</b>	<b>2</b>	<b>2</b>
A continuation of PHY 1101.				
<b>PLU 111</b>	<b>Plumbing Pipework</b>	<b>3</b>	<b>9</b>	<b>6</b>
An introductory course in the use of tools, fitting, and small equipment used by plumbers. The student will perform various operations of pipe fitting, cutting, caulking and sweating of the various pipe and tubing used.				
<b>POL 201</b>	<b>United States Government</b>	<b>3</b>	<b>0</b>	<b>3</b>
A study of government with emphasis on basic concepts, structure, powers, procedures, and problems.				
<b>POL 202</b>	<b>American National Government</b>	<b>5</b>	<b>0</b>	<b>5</b>
An introductory study of: (1) the basic concepts of political science, (2) a brief history and the basic principles of the constitution, (3) the structure, functions of, and the relations between the legislative, executive and judicial branches of the national government, and (4) the relations between the national and state governments.				



<b>PRN 201</b>	<b>Printing Processes</b>	<b>2</b>	<b>2</b>	<b>3</b>	An introduction to the mechanics of printed reproduction in its various forms. Graphic arts terminology and techniques. Physics requirements of art work for reproduction. A survey of existing printed materials and production requirements.
<b>PRN 220</b>	<b>Screen Printing Processes</b>	<b>2</b>	<b>2</b>	<b>3</b>	This course is a complete study of silk screen printing methods. Paper stencils, handcut stencils and photographic stencils will be produced. The student will be able to make and repair his own screens upon completion of the course.
<b>PSY 101</b>	<b>Introductory Psychology</b>	<b>5</b>	<b>0</b>	<b>5</b>	A systematic survey of psychology as a behavioral science. Specific subject matter includes physiological influences upon behavior, motivation, learning, perception, individual differences, sleep, drugs, altered states and conditioning.
<b>PSY 102</b>	<b>Developmental Psychology</b>	<b>5</b>	<b>0</b>	<b>5</b>	This course is designed to explore human physical, intellectual, and social growth during the various stages of the life cycle, for the prenatal period through adulthood and death.
<b>PSY 103</b>	<b>Principles of Psychology and Interpersonal Relationships</b>	<b>3</b>	<b>0</b>	<b>3</b>	This course is designed to introduce the student to specific areas within the field of psychology which are applicable to occupational settings. Topics to be discussed include: Communication in organizations, stress management, abnormal behavior and mental health, and cognition, motivation, and perception.
<b>PSY 113</b>	<b>Child Behavior and Self-Concept</b>	<b>5</b>	<b>0</b>	<b>5</b>	The student will learn the principles underlying the development of a positive self-concept in children and how it can affect behavior and school success. Effective listening skills, i.e., active listening, will be studied as essential to positive one-to-one interaction and small group interaction with children.
<b>PSY 205</b>	<b>Abnormal Psychology</b>	<b>5</b>	<b>0</b>	<b>5</b>	Exploration of the range of human behavior classified by society as abnormal. Emphasis is placed on the criteria of abnormality, individual and social causes of behavior, possibilities for treatment, and personal adjustment.
<b>PSY 206</b>	<b>Applied Psychology</b>	<b>3</b>	<b>0</b>	<b>3</b>	A study of the principles of psychology that will be of assistance in the understanding of inter-personal relations on the job. Motivation, feelings and emotions are considered with particular reference

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to on-the-job problems. Attention is also given to personal and group dynamics so that the student may learn to apply the principles of psychology to his adjustment problems as a worker and a member of the general community.

<b>PSY 207</b>	<b>Personal Stress Management</b>	<b>3</b>	<b>0</b>	<b>3</b>
Stress will be defined and analyzed in relation to effects upon behavior, how stress can lead to distress and the destructive physiological effects of stress adaptation diseases. Attention will be directed toward individual differences of how and why stressors affect people different ways. Special forms or techniques to relieve stress such as meditation, desensitization, and running will be discussed and analyzed to assist an individual in developing personal coping strategy.				
<b>PSY 250</b>	<b>Aging and Death</b>	<b>3</b>	<b>0</b>	<b>3</b>
As medical advancements prolong life, the importance of understanding the physical and psychological characteristics of the elderly increases. This course examines the impact of aging on the individual as well as how as loved-one's death affects the survivors.				
<b>PSY 1101</b>	<b>Human Relations</b>	<b>3</b>	<b>0</b>	<b>3</b>
A study of basic principles of human behavior. The problems of the individual are studied in relation to society, group membership, and relationships, within the work situation.				
<b>RDG 091</b>	<b>Developmental Reading I</b>	<b>1</b>	<b>2</b>	<b>2</b>
A basic developmental reading course which provides instruction and drill in the fundamental skills necessary for effective reading. Enhancing comprehension and increasing reading speed are the specific goals of this course. A reading laboratory is equipped with materials to aid students in achieving the course objectives.				
<b>RDG 092</b>	<b>Developmental Reading II</b>	<b>1</b>	<b>2</b>	<b>2</b>
This course is a continuation of RDG 091. It is designed for the student who, after completion of RDG 091, needs further work in the developmental reading skills. Prerequisite: RDG 091.				
<b>RDG 093</b>	<b>Speed Reading</b>	<b>1</b>	<b>2</b>	<b>2</b>
A computer program designed to sharpen the student's perception, increase eye span, and improve eye movements. The program will help the student incorporate the above skills into everyday reading. An added plus for the student is the strengthening of computer skills.				

<b>RDG 094</b>	<b>Study Skills</b>	<b>1</b>	<b>2</b>	<b>2</b>	A direct and practical approach for the sophisticated or mature student who needs to become more organized and more aware of the value of logical and sequential study skills. The course is a ten module, 20 lesson series, presented step-by-step through the use of audio-tutorial material.
<b>RDG 101</b>	<b>College Reading</b>	<b>1</b>	<b>2</b>	<b>2</b>	RDG 101 continues to enhance the student's reading and comprehension skills in an effort to promote the carry-over of effective college reading to all other courses of study. Prerequisite: RDG 091.
<b>REL 201</b>	<b>Survey of the Old Testament</b>	<b>5</b>	<b>0</b>	<b>5</b>	A survey of the Hebrew scripture (in the Old Testament) in historical, sociological, and literary context.
<b>REL 202</b>	<b>New Testament</b>	<b>5</b>	<b>0</b>	<b>5</b>	Study of the text and canon of the New Testament, the Epistles of Paul, the Synoptic Gospels, and the life and message of Jesus.
<b>SME 1101</b>	<b>Small Engine Repair</b>	<b>3</b>	<b>12</b>	<b>7</b>	Small Engine Repair is a detailed examination of the two and four cycle single cylinder engine. It includes a study of the internal combustion engine theory, basic designs, and applications of the single cylinder engine. Proper use of tools and repair equipment is taught. Live-project models are used in shop practice for trouble diagnosis and repair procedures. Related schematic interpretation is taught during the course.
<b>SME 1102</b>	<b>Small Engine Fuel and Electric System Repair</b>	<b>3</b>	<b>12</b>	<b>7</b>	Carburetion principles, design and application are studied in depth. Ignition systems, magnets and battery; electrical accessories, alternators and starters for small engines are studied in detail. Trouble diagnosis and repair procedures are broadened in scope as related to SME 1101.
<b>SME 1103</b>	<b>Service and Repair on Small Engine Devices</b>	<b>3</b>	<b>12</b>	<b>7</b>	Engine and equipment overhaul procedures and preventive maintenance are taught in this course. In addition to engines; frames, chassis and accessories and maintenance and repair procedures are taught. Equipment involved in lawn mowers, garden tractors, tillers, chain saws and small motor cycles.
<b>SME 1104</b>	<b>Motor Cycle Mechanics</b>	<b>3</b>	<b>12</b>	<b>7</b>	Emphasis will be placed on motor cycle tuning and engine repair. Work is performed on a live model basis to insure that workmanship quality can be tested. Practical application is the integral part of this course.



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<b>SOC 201</b>	<b>Introduction to Sociology</b>	<b>5</b>	<b>0</b>	<b>5</b>
	A study of the characteristics of human society; interrelationships of personality, society and culture; analysis of factors associated with development of man's group life and social environment; the influence of social structure upon individual behavior.			
<b>SOC 205</b>	<b>American Institutions</b>	<b>3</b>	<b>0</b>	<b>3</b>
	A study of the effect of American social, economic, and political institutions upon the individual as a citizen and as a worker. The course will examine current local, national, and global problems viewed in social, political, and economic terms.			
<b>SOC 211</b>	<b>Marriage and Family</b>	<b>3</b>	<b>0</b>	<b>3</b>
	This course is designed to aid the student in understanding marriage and family living. The student will study marriage and family relationships and the role families play in the development of individual personality.			
<b>SOC 214</b>	<b>Social Problems</b>	<b>3</b>	<b>0</b>	<b>3</b>
	This course identifies local, state, national and global problems, issues, and concerns. Topics include drugs, environmental problems, political and social issues.			
<b>SOC 216</b>	<b>Introduction to Social Services</b>	<b>3</b>	<b>0</b>	<b>3</b>
	This course is designed to introduce the student to those institutions, public and private, which perform designated service delivery functions. Agencies may include those whose primary function is financial assistance, corrections, mental health, and protective services. Examination is made of intervention methods and appropriate documentation in solving social problems.			
<b>SOC 217</b>	<b>Juvenile Delinquency</b>	<b>3</b>	<b>0</b>	<b>3</b>
	This course examines the causes of juvenile delinquency and some theories and methods of prevention. Emphasis is placed on studying those agencies which perform services to juvenile delinquents and the treatment process used in the rehabilitation.			
<b>SPA 101</b>	<b>Beginning Spanish</b>	<b>5</b>	<b>0</b>	<b>5</b>
	An introduction to the language through drill in pronunciation, vocabulary, syntax and conversation.			
<b>SPA 102</b>	<b>Intermediate Spanish</b>	<b>5</b>	<b>0</b>	<b>5</b>
	Continued study of the language with emphasis on conversation, literature and customs of Spanish speaking countries. Prerequisites: SPA 101 or instructor's permission.			

<b>SPE 101</b>	<b>Speech Fundamentals</b>	<b>5</b>	<b>0</b>	<b>5</b>
	An introduction to the nature and fundamentals of speech; a study of its principles; practice in the development of good speaking habits.			
<b>SPT 101-119</b>	<b>Selected Topics: (Name)</b>	<b>1</b>	<b>-</b>	<b>4</b>
	Subject matter may vary from term to term depending on student interest and need. A study may enroll more than once in a selected topics course provided that the content does not duplicate that of the previous course. Limit of four hours credit.			
<b>WLD 120</b>	<b>Welding, Oxyacetylene</b>	<b>1</b>	<b>3</b>	<b>2</b>
	Introduces the principles of oxyacetylene welding, cutting and equipment used in each process. Welding procedures used in forming beads, joint fusion and positions of welding base, flat, vertical, horizontal and overhead positions. Safety procedures are stressed in the use of all tools and equipment. Mechanical tests will be made of all samples to insure quality.			
<b>WLD 121</b>	<b>Arc Welding</b>	<b>1</b>	<b>6</b>	<b>3</b>
	Welding demonstrations by the instructor and practice by students in the use of the arc welding process to fabricate steel. Welded joints are discussed and welded in various positions. Care and maintenance of the arc welder are applied in this course.			
<b>WLD 221</b>	<b>Commercial and Industrial Practice</b>	<b>2</b>	<b>3</b>	<b>3</b>
	A course designed to build skills through practices in simulated and actual industrial processes and techniques. Includes sketching and layout on paper the size and shape description, listing the procedure steps necessary to build the product, estimating time and material, and then actually following these directions to build the product. Emphasis is placed on maintenance, repairing worn or broken parts by special welding applications, field welding, and nondestructive tests and inspection.			
<b>WLD 1100</b>	<b>Basic Welding</b>	<b>1</b>	<b>3</b>	<b>2</b>
	Introduction to oxyacetylene and arc welding, the principles of welding and cutting and different types of welding, brazing and soldering processes.			
<b>WLD 1101</b>	<b>Basic Gas Welding</b>	<b>0</b>	<b>3</b>	<b>1</b>
	Welding demonstrations by the instructor and practice by students in the welding shop. Safe and correct methods of assembling and operating the welding equipment. Practice will be given for surface welding; bronze welding, silver-soldering, and flame-cutting methods applicable to mechanical repair work.			

<b>WLD 1102</b>	<b>Basic Arc Welding</b>	<b>0</b>	<b>3</b>	<b>1</b>	Welding demonstrations by the instructor and practice by students in the use of the arc welding process to fabricate steel. Welded joints are discussed and welded in various positions. Care and maintenance of the arc welder are applied in this course.
<b>WLD 1103</b>	<b>Refrigeration Welding</b>	<b>1</b>	<b>3</b>	<b>2</b>	Special welding and brazing processes applicable to refrigeration repair work. Practice will begin in silver soldering, aluminum brazing, and other specialized soldering-brazing techniques. Emphasis is to be placed on joining dissimilar metal tubing, to include copper to steel, brass to aluminum and copper to aluminum. Inert gas welding of aluminum will also be incorporated during the course of study.
<b>WLD 1220</b>	<b>Oxyacetylene Welding and Cutting</b>	<b>3</b>	<b>9</b>	<b>6</b>	Introduces the principles of oxyacetylene welding, cutting and the equipment used in each process. Welding procedures used in forming beads, joint fusion and positions of welding base, flat, vertical, horizontal and overhead positions. Safety procedures are stressed in the use of all tools and equipment. Mechanical tests will be made of all samples to insure quality.
<b>WLD 1221</b>	<b>Oxyacetylene Welding and Pipe</b>	<b>2</b>	<b>6</b>	<b>4</b>	Provides instruction and intensive practices in position flame welding of butt joints using heavy gauge metals. Pipe joints will be welded by rolling in the flat position turned in the vertical and the fixed position. Testing will insure proper strength and bead fusion.
<b>WLD 1223</b>	<b>Shielded Metal Arc Welding I</b>	<b>2</b>	<b>6</b>	<b>4</b>	Introduces operation of AC rectifier-transformer and DC electric arc welding machines. Studies and practices of welding currents, polarities, electrode identification and characteristics of mild steels. Joint designs and the welding blueprint symbols used to designate the welding procedure will be learned. Mechanical testing will help student produce good weldments. Safety methods to protect welder will be emphasized.
<b>WLD 1224</b>	<b>Shielded Metal Arc Welding II</b>	<b>3</b>	<b>9</b>	<b>6</b>	Provides study and extensive practices using various types of arc welding machines. Weldments with different types of electrodes and joint design. Low hydrogen and special alloy electrodes will be used and welds tested to aid welder to choose proper electrode for a particular joint or metal. Blueprint for welding will be given.
<b>WLD 1226</b>	<b>Shielded Metal Arc and Pipe I</b>	<b>2</b>	<b>6</b>	<b>4</b>	Extensive practice in welding butt joints in the horizontal, vertical and overhead positions. Special attention will be given to weld penetration, fusion and finish contour. Student will perform guided



bend and tensile strength tests to insure quality welds. Butt pipe welds with roll procedure and fixed horizontal positions in fixed position will be made.

<b>WLD 1227</b>	<b>Shielded Metal Arc and Pipe II</b>	<b>3</b>	<b>9</b>	<b>6</b>
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Introduction to electric arc welding medium carbon steel. Special electrodes and welding procedures that make difficult welding practical will be practiced. Student will weld low, medium carbon steels, cast and wrought steels. Extensive practice in welding pipe to specifications and in fixed position. Student will prepare joint, set up pipe, select welding ring and weld to specifications. Sampling and testing will be practiced to insure proper weld properties.

<b>WLD 1228</b>	<b>Testing and Inspection</b>	<b>1</b>	<b>3</b>	<b>2</b>
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The standard methods for mechanical testing of welds. The student is introduced to the various types of tests and testing procedures and performs the details of the test which will give adequate information as to the quality of the weld. Types of tests to be covered are: bend, free-bend, guided-bend, notched-bend, tee-bend, dye penetrant and tensile testing.

<b>WLD 1230</b>	<b>Advanced Welding Processes I</b>	<b>2</b>	<b>6</b>	<b>4</b>
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Introduction to special processes using inert shielding gases. Tungsten inert gas (TIG) and metal arc gas (MIG). Special machines and procedures related to inert gas shielding will include current factors, gas to metal requirements, gas combinations and mixture percentages. Student will study properties and characteristics of fixtures used in welding.

<b>WLD 1231</b>	<b>Advanced Welding Processes II</b>	<b>3</b>	<b>9</b>	<b>6</b>
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Study and extensive practice in welding cast iron, aluminum, stainless steels, high carbon steels and copper. Preheating, backing, shielding and fixtures needed to hold weldment will be introduced. Repair welding using one or more processes will be emphasized. Special attention will be given to certification practices and other requirements called for in the welding industry.



# COMMUNITY SERVICES





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## COMMUNITY SERVICES DIVISION

Community Services Division is committed to the basic philosophy that learning is a lifetime process. The years spent in formal education become a foundation for us, but do not complete our learning experiences. With the world of knowledge constantly growing and yesterday's education so quickly obsolete, continuing education is a must to all of those who hope to stay in the mainstream of today's society.

Any adult, eighteen years of age or older and not enrolled in public school, may be admitted to an adult education class. In extenuating circumstances, and upon the approval of the appropriate public school personnel, a person sixteen to eighteen years of age may enroll in certain courses.

A course schedule is published and made available to the public prior to the beginning of each quarter. Courses which begin during a quarter are announced through local news media. Information about these courses may be obtained by calling Community Services Division.

## THE DEPARTMENT OF CONTINUING EDUCATION

Anson Community College through the Department of Continuing Education offers to any adult, regardless of his educational background, an opportunity to continue the life-long learning process through a wide variety of programs designed to meet the needs and interests of the citizens of this area. Some courses are offered on a continuing basis. Others may begin as a result of requests from groups or individuals.

### **The Center for Business & Industry**

Anson Community College's Center for Business and Industry offers a wide variety of programs and services for the business and industrial communities.

Programs operated through the Center for Business and Industry include:

### **The Small Business Center**

The Small Business Center offers support to those who want to start a small business or to those who need assistance with an existing business.

The center's staff constantly monitors the needs of area small businesses and offers frequent classes and seminars to meet those needs.

In addition to education and training, the Small Business Center offers direct one-on-one assistance to small business owners or prospective owners.

The center also maintains a resource library that includes periodicals, manuals, video and audio tapes, and computer equipment and software for the business community. The library is open daily Monday through Friday.

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## **Corporate and Occupational Programs**

Through Corporate and Occupational Programs, Anson Community College teaches non-credit course designed to meet the needs of business, industry, government, and associations. Courses are developed to fit specific needs in a wide range of subjects at convenient sites.

### **Industrial Training**

A major emphasis of the college is to assist industry in meeting its training needs. With In-Plant Training, the new employee can be provided fundamental skills on the job and existing employees may be retrained. Because of the diversity of training needs, courses range from basic fundamental skills to highly sophisticated technical skills, supervisory and management training, office management, and computer operations.

### **New and Expanding Industry Training**

The creation of more jobs and better paying jobs in North Carolina by promoting the expansion of existing industries and by attracting new industries to the state was a major consideration in the original establishment of industrial education centers.

The Department of Community Colleges, working with the local institution, will develop and fund legitimate training programs, tailor-made for each industry, to meet the immediate trained manpower needs when the plant, either new or expanding, is ready to go into production.

As a part of the program, the college will assist plant management in developing a long-range training program of its own to meet those replacement and retraining needs that industry should be prepared to meet.

### **Focused Industrial Training**

One of Anson Community College's newest programs, Focused Industrial Training is designed to help an industry remain competitive by maintaining a trained workforce that is capable of adapting to technological changes.

Focused Industrial Training programs provide for: Needs assessment for the training of skilled and semi-skilled workers; consultation and planning assistance to industries related to training needs; customized training for individual industries or occupational groups; and classes with low enrollments that are convenient for those to be trained.

Focused Industrial Training programs are primarily directed toward workers in critical occupations who need to upgrade their skills and technical knowledge. Training is focused on the reality of each job and can be conducted for as few as one or two individuals.



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## Certification and In-Service Training

Anson Community College assists individuals and agencies with needed courses for:

- teacher recertification renewal
- day care licensing
- vehicle safety inspection licensing
- commercial drivers licensing
- insurance licensing
- real estate licensing

## Protective Services

Training is continuously offered to adults providing a protective service for their community: i.e. Emergency Medical personnel, Law Enforcement personnel, and Firemen. These courses provide the opportunity to gain technical information and skill through a variety of learning and clinical experiences.

## Community Services

Anson Community College is but one of many community agencies dedicated to public service. The college is always concerned with identifying community potentials and community needs, drawing together resources at the college and other agencies in creating new educational opportunities.

Programs that are offered as a community service are divided into three groups: Academic, Avocational and Practical Skills.

**Academic courses** serve the educational needs including courses in the humanities, mathematics, science and social science. Examples: Human Development, Genealogy, Consumer Math, Alcohol and Drug Abuse.

**Avocational courses** focus on an individual's personal or leisure needs. Examples: Basketweaving, Calligraphy, Needlecraft, Flower Arranging.

**Practical Skills courses** provide practical training for persons pursuing additional skills which are not considered their primary vocation but may supplement income or may reasonably lead to employment. Examples: Clothing Construction, Small Engine Repair, Quilting, Home Maintenance.

## Civic and Cultural Events

Activities are designed to meet community needs through lecture and concert series, art shows, seminars, conferences, and exhibitions. Events are planned that contribute to the community's overall cultural, civic, and intellectual growth.

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## **Attendance**

Regular attendance and participation are essential to effective teaching and learning. Adult students are expected to be regular and punctual in attendance.

## **Fees**

All fees are nominal and are set by the North Carolina General Assembly. The fees vary with the type of course offered. Fees are announced in the course schedule and are paid at the first class session. Books and supplies are not included in the registration fee. Adults sixty-five and older may register free of charge. Registration fees are not refundable.

## **Certificates**

Certificates are awarded those students in certain programs of study who have met the attendance requirements of the course and have demonstrated satisfactory progress in the best judgement of the instructor. Certificates are issued by Anson Community College or by other agencies and the State of North Carolina, when appropriate.

## **Continuing Education Unit (CEU)**

In cooperation with the Southern Association of Colleges and Schools and the North Carolina Community Colleges, Continuing Education Units (CEUs) are granted on a basis of one CEU for ten contact hours of class work in designated courses. This is the means by which individuals are able to document their participation in Continuing Education activities. CEU's may be transferred from one institution to another and may be utilized in vocational development.

## **THE DEPARTMENT OF LITERACY EDUCATION**

The purpose of Anson Community College's Literacy Education Program is to help students meet their essential educational needs. This increases the opportunity for a more productive life and is the first step in ensuring a continuing lifelong education which is considered necessary in today's complex world.

### **Adult Basic Education**

The Skills Enhancement Program helps students build basic skills in reading, oral and written communications, the fundamentals of math, science, and social studies. Individualized instruction and quality instructors allow the students to progress at a rate that is in keeping with their abilities and needs.

### **Adult High School Equivalency Certificate (GED)**

This program provides a method of high school completion. Through classroom experiences and individualized study, students are prepared to take the General Educational Development test (GED). Those receiving an acceptable passing score

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on all five sections of the test will receive a High School equivalency Certificate. This certificate is generally accepted on a basis equal to a high school diploma as a qualifying factor for purposes of college admission and employment. The certificate is awarded by the North Carolina State Board of Community Colleges. The test is given in the Learning Resources Center on the Polkton campus.

### **Compensatory Education for Special Populations**

These classes are open only to adults with mental retardation. Instruction is provided in consumer education, community living skills, health, language, math, social science, and vocational education.

### **Entrance Requirements**

Any adult who has not completed high school is eligible to attend. Students move at their own pace through the pattern.

### **Class Locations**

Classes are provided on all campuses and throughout the community. Morning, afternoon, and evening classes are offered so adults who work may attend at their convenience. Computer-assisted classes are available on the campuses.

### **Fee**

Instruction is provided free of charge to all eligible participants. Books and study materials are furnished at no cost to the student.

## **THE DEPARTMENT OF HUMAN RESOURCES DEVELOPMENT (HRD)**

The Human Resources Development Program is designed especially to assist the unemployed person in getting and keeping a job. This program is often called Job Seekers.

Class time is devoted to learning the basic skills in obtaining and holding a job. Students study employer/employee relations, communication skills, pre-employment and job search skills as well as application and interview techniques.

Counseling is provided throughout the program. Student referrals are made to other special programs or support services when necessary. A special effort is made to assist the student in obtaining employment at the end of the program. Follow-up for one year is provided each participant.

### **Admission**

There are no special requirements for admission except unemployment. A high school diploma is not required.

### **Class Location**

Classes are located on the Wadesboro Campus and are held during the day.



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## **Fee**

There is no registration fee for this program of study. Books and study materials are furnished at no cost to the student.

## **THE CUSTOM COURSE CENTER**

The purpose of the Custom Course Center is to offer college credit courses at off-campus locations. Custom Course personnel work with business, agencies, and other interested groups to select courses to meet training needs. Courses are then established at convenient locations and times.

Special groups served by the Custom Course Center are high school students. The Huskins Bill permits Anson Community College to work cooperatively with local high schools to offer college level courses for which both high school and college credit is awarded.

All Custom Courses and instructors meet the same academic standards offered on-campus. Upon completion of all course requirements, participants will be issued a grade and college credit. This credit may apply toward a desired degree or diploma. Regular college tuition is charged for all Custom Courses.

## **THE VISITING ARTIST PROGRAM**

The Visiting Artist Program began in 1971 as a cooperative effort between the North Carolina Arts Council and the Department of Community Colleges. Rigorous screening and auditioning by a panel of experts identifies major young talents in all mediums and places them on a list for selection by the local college. The artist, an ambassador for the arts, appears before people not only in concert halls but in schools, civic and service clubs, churches, city government groups, and art groups.

In addition to providing the community with a performer, the Visiting Artist Program provides the community with a consultant. The artist serves as a catalyst for promoting the arts throughout the community, involving himself in projects relating to all facets of community life. In order to bring a varied artistic exposure to the community, the artist also organizes exchange programs with other Visiting Artists.

The personal and professional accessibility of the Visiting Artist fosters an understanding and appreciation of art, artist, and their creative processes and the creative potential in all of us. In turn, this understanding promotes audiences and consumer development in communities for the arts and builds community interest in maintaining arts programs and support for artists.

The artist is available to the college's service area without charge. The public is invited to visit the artist in his studio.

FACULTY  
STAFF

ADMINISTRATION

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INDEX

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## Index

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### A

---

Academic Calendar .....	4
Academic Policies.....	25
Accident Insurance.....	18
Accounting .....	58
Activity Fee .....	19
Administration .....	189
Admissions Policies.....	14-16
Admission Procedures .....	14
Advisors.....	26
Air Conditioning, Heating & Refrigeration.....	92
Air Conditioning, Heating & Refrigeration Technology .....	60
Alumni Association .....	37
Attendance Policy .....	26
Audiovisual Services .....	50
Auditing .....	29
Automotive Body Repair.....	94
Automotive Mechanics .....	96

---

### B

---

Banking & Finance.....	62
Board of Trustees .....	6
Business Administration .....	64
Business Computer Programming .....	66

---

### C

---

Carpentry and Cabinetmaking.....	98
Class Rings .....	37
College Center .....	38
Community Services Division .....	181
Continuing Education .....	183
Cooperative Education .....	53
Cosmetology .....	100
Counseling .....	36
Course Descriptions.....	117
Course Load.....	27
Course Substitution .....	32
Credit By Examination.....	30

---

### D

---

Dean's List .....	30
Drop/Add and Withdrawal Procedure .....	27
Dual Enrollment.....	16

---

### E

---

Electrical Installation & Maintenance .....	102
---	-----

---

### F

---

Faculty & Staff.....	189
Financial Aid .....	20
Foodservice Specialist.....	104

<hr/>	
<hr/> <b>G</b> <hr/>	
G.E.D. Testing (High School Equivalency) .....	51
General Education Degree .....	68
Grading System .....	27
Graduation Requirements.....	31
<hr/> <b>H</b> <hr/>	
Health Services and First Aid .....	38
History .....	8
Human Resources Development .....	187
<hr/> <b>I</b> <hr/>	
Independent Study.....	30
Industrial Electrical/Electronics Technician .....	70
<hr/> <b>J</b> <hr/>	
Job Placement.....	36
<hr/> <b>L</b> <hr/>	
Late Registration Fee .....	18
Learning Resources Center .....	49
Library Services .....	50
Literacy Education .....	186
<hr/> <b>M</b> <hr/>	
Marketing & Retailing.....	72
Masonry .....	106
Mechanical Drafting & Design Technology .....	74
Mission Statement .....	8
<hr/> <b>N</b> <hr/>	
Nursing Admissions Policy .....	15
Nursing Assistant .....	108
Nursing Health Progress Policy .....	16
<hr/> <b>O</b> <hr/>	
Orientation .....	36
<hr/> <b>P</b> <hr/>	
Phi Beta Lambda.....	37
Photography Technology .....	76
Practical Nursing .....	110
Probation Policy .....	28
<hr/> <b>Q</b> <hr/>	
Quarter System .....	26
<hr/> <b>R</b> <hr/>	
Reading Courses.....	30
Re-admission .....	29
Refunds .....	20
Registration .....	26
Repeating a Course .....	31
Residence Classification.....	18



<hr/> <b>S</b> <hr/>	
Scholarships .....	22
Secretarial — Administrative Office Technology .....	78
Secretarial — General Office .....	80
Secretarial — Legal .....	82
Secretarial — Medical Office Technology .....	84
Senior Citizens .....	20
Small Business Center .....	183
Small Engine & Equipment Repair .....	112
Smoking .....	37
Social and Cultural Activities .....	37
Social Service Associate .....	86
Student Association .....	37
Student Association Constitution .....	43
Student Conduct .....	38
Student Due Process .....	38
Student Housing .....	38
Student Records .....	33
<hr/> <b>T</b> <hr/>	
Teacher Associate .....	88
Tech Prep .....	16
Transfer Credit .....	15
Transcripts .....	33
Tuition .....	18
<hr/> <b>U</b> <hr/>	
Unclassified Student Status .....	15
<hr/> <b>V</b> <hr/>	
Visitors .....	11
Visiting Artist Program .....	188
<hr/> <b>W</b> <hr/>	
Welding .....	114

Ansonville Campus Address	Mailing: P.O. Box 68, Ansonville, NC 28007 Delivery: Hwy. 52 North, Ansonville, NC 28007
Polkton Campus Address	Mailing: P.O. Box 126, Polkton, NC 28135 Delivery: Hwy. 74 East, Polkton NC 28135
Wadesboro Campus Address	Mailing: 117 S. Greene Street, Wadesboro, NC 28170
Campus Office Hours	Polkton Monday - Thursday 8:00 a.m. - 9:00 p.m.* Friday 8:00 a.m. - 5:00 p.m. *While students are on break, office hours are 8:00 a.m. -5:00 p.m. Wadesboro Monday - Friday 8:00 a.m. - 5:00 p.m.
Learning Resources	Polkton Monday - Thursday 8:00 a.m. - 9:00 p.m.* Friday 8:00 a.m. - 5:00 p.m. *While students are on break, LRC hours are 8:00 a.m. - 5:00 p.m.
Campus Telephone	Polkton: 704/272-7635 Wadesboro: 704/694-6505 Ansonville 704/826-8333
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